

# National Occupational Standards

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## Manufacturing Textile Products

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## Introduction

The textiles sector covers those parts of the textiles supply chain that serve makers of apparel and interior textiles goods. The following activities are included:

- Preparation and spinning of textile fibres
- Textile weaving
- Finishing of textiles (including dyeing, printing and finishing of yarns and fabrics on a commission basis)
- Manufacture of household textiles (including bed, table and kitchen linen; blankets, quilts)
- Manufacture of carpets and rugs
- Manufacture of lace
- Manufacture of knitted and crocheted fabrics
- Wholesale of textiles.

The textiles sector in general is unevenly distributed across the UK, reflecting the pattern of traditional industry specialisms at country and regional level - the two English regions of the North West and Yorkshire and the Humber together account for around a half of total employment. There are also strong concentrations of activity at sub-regional level: for example, the county of West Yorkshire accounts for around three-quarters of employment in its parent region. Similarly, 10 of Great Britain's 400 districts contribute a fifth of total employment in the sector. In some areas textiles activity is sparse, although there are significant employers in all countries and regions. The key characteristics of the sector in terms of the distribution of textiles industries at regional level are as follows:

- The wool textiles industry is concentrated in Yorkshire and the Humber and Scotland
- Weaving of cotton-type and silk-type fabrics is mainly undertaken in the North West of England
- Production of knitted fabrics centres on the East Midlands
- There is significant employment in dyeing and finishing in the North West, East Midlands and Yorkshire and the Humber
- Carpet manufacture is mainly located in the West Midlands, North West and Yorkshire, with a small pocket of employment in the South West
- The largest concentration of textile wholesalers (which includes activities such as merchant converting) is in the North West.

## Manufacturing Textile Products Standards format

The Standards for Manufacturing Textile Products are formatted to make it easy for readers to identify what knowledge they need to have and what they need to be able to do carry out such work. Each Standard contains the following information:

- Title - The manufacturing textile product function (types of activity) to which the Standard applies.
- Overview - A broad description of the function to which the Standard refers. It places the function and the Standard in context for the reader, and helps the reader see who the Standard might apply to.

- **Performance Criteria** - Performance Criteria detail what individuals must be able to do in order to be competent in a Standard. Each performance criteria specifies the quality of a performance outcome that enables performance to be judged. The function to which a Standard applies is not the same as a job. It usually takes a number of Standards to cover the demands of a job.
- **Knowledge and Understanding** - This section details the knowledge that is needed in order to fulfill the requirements of the Standard. Some knowledge is very specific to the Standard, whilst other knowledge may be broader and may apply to more than one Standard. The section is entitled 'knowledge and understanding' to highlight the need for individuals to understand concepts and ideas, specific facts and ways of working (*know what* and *know how*) in order to complete aspects of their work successfully.

## Organisation of the Manufacturing Textile Products Standards

The Standards focus on three facets of textile product manufacturing on which its success depends:

1. Machinery and equipment set-up
2. The manufacture of textile products
3. Testing of textile products

## Complementary Standards

The following standards, which have been imported into the suite, have been developed by Creative Skillset or other Standards Setting Bodies to be read in conjunction with the Manufacturing Textile Products NOS.

Ref.	Title	Owner
SKSMSP2	Maintain the quality of production working with textiles, leather and materials	Creative Skillset
SKSMSP7	Dyeing fabric and sewn products	Creative Skillset
SKSMSP9	Printing fabrics	Creative Skillset
CFAM&LBA9	Develop operational plans	Skills CFA
CFAM&LBA3	Lead your team	Skills CFA
CFAM&LBB4	Ensure compliance with legal, regulatory, ethical and social requirements	Skills CFA
CFAM&LDD2	Develop and sustain productive working relationships with stakeholders	Skills CFA
CFAM&LDB2	Allocate work to team members	Skills CFA
CFAM&LDB3	Quality assure work in your team	Skills CFA
LSILADD07	Facilitate individual learning and development	Learning and Skills Improvement Service
LSILADD09	Assess Learner achievement	Learning and Skills Improvement Service

## Uses of Standards

Standards are nothing unless they are put into practice. They offer a framework for good employment practice from induction to job descriptions to managing your own learning

and development. The rounded picture of work that the Standards give may help to produce entrants who are attuned to the way the sector operates and the demands they will have to meet, or improve the skill level of existing employees.

Standards are a tool to boost the more effective processes of learning and working that the sector has developed and to steer less effective processes in a positive direction.

## Textiles Functional Map

To market, develop, manufacture and supply textile products plus allied and ancillary components from a range of materials to meet customer demand

Design & Development	Preparation and production of yarn	Preparation and production of fabric	Dyeing and colouration of textile materials	Finishing of textile materials
<p>Conduct market research</p> <p>Create story boards/design briefs</p> <p>Design by hand/CAD</p> <p>Create and test samples/prototypes</p> <p>Create final patterns via hand or CAD to produce agreed products</p> <p>Deliver design services</p>	<p>Prepare and blend natural and/or staple man-made fibres</p> <p>Align natural and/or staple man-made fibres</p> <p>Fibre/yarn production</p> <p>Natural fibre yarn spinning</p> <p>Yarn finishing</p> <p>Creel and beam preparation</p>	<p>Storage of raw materials</p> <p>Preparation of machinery and equipment</p> <p>Prepare to produce fabrics</p> <p>Fabric manufacture (by hand or machine)</p> <p>Test fabrics</p> <p>Production control</p> <p>Inspect fabric and maintain quality</p> <p>Machinery and equipment maintenance</p>	<p>Prepare fabric for colouration</p> <p>Dye or print textile materials</p> <p>Finish dyed fibres, yarns or fabrics</p> <p>Inspect coloured textile materials</p>	<p>Prepare fabric</p> <p>Finish fabrics using a variety of processes</p> <p>Inspect coloured textile materials</p>

## SKSHS1 – Health, safety and security at work

### Overview:

This standard is for all those personnel who take responsibility for their own health, safety and security in the workplace and is about using the correct procedures to prevent, control and minimise risk to yourself and others in the workplace. You will be required to take appropriate action in the event of an accident or incident within your own area of responsibility.

You will be responsible for the health, safety and security of yourself and others in the workplace, taking action in the event of any potential hazards and security breaches to make the workplace safe.

The job role may involve:

1. contributing to the safety and security in the workplace
2. taking action in the event of an incident
3. raising the alarm
4. following correct procedures for shut down and evacuation
5. using emergency equipment correctly and safely
6. monitor the workplace for hazards

### Performance Criteria:

- P1 identify the location and type of accident / incident
- P2 recognise the sound/s of alarms
- P3 raise the alarm(s)
- P4 take action in the event of fire, emergencies or accidents
- P5 recognise and rectify where possible potential hazards in the workplace
- P6 follow the organisational procedures for shut down and evacuation when required
- P7 use, maintain and replace emergency equipment and protective clothing and equipment
- P8 monitor the workplace for hazards
- P9 report hazards which cannot be rectified immediately
- P10 use correct handling and lifting techniques
- P11 report any security breaches
- P12 follow organisational procedure for any loss of property
- P13 safely handle and move waste and debris
- P14 store materials and equipment in line with manufacturer's and organisational requirements
- P15 identify and correct (if possible) malfunctions in machinery and equipment
- P16 recognise and report any service malfunctions that cannot be rectified
- P17 recognise and report any hazardous substance leaks (contamination, spillages or emissions)
- P18 complete all forms, records, reports and other documentation
- P19 work to legal requirements, standards and regulations, policies, procedures and professional codes

### Knowledge and Understanding:

- K1 where alarms, emergency exits, escape routes, emergency equipment and assembly points are located
- K2 what the alarm sounds like
- K3 what hazardous substances are used in the workplace
- K4 methods of making safe or reducing the danger of hazardous substances in the event of an accident
- K5 how to handle and store hazardous substances in line with COSHH (Control of

Substances Hazardous to Health)

- K6 what the most likely accidents and emergencies in the workplace are and how to respond to them
- K7 who the nominated first aiders are
- K8 how to respond to loss of property
- K9 your responsibility to health, safety and security in the workplace
- K10 environmental requirements

## SKSTEX1 - Manufacture textiles

### Performance Criteria

This standard is for those who are responsible for the daily upkeep of machinery and equipment, preparing for production and carrying out the production process. They follow approved work methods and process materials safely to meet quality and quantity requirements.

The job role may involve:

1. preparing for processing
2. manufacturing products to specification
3. keeping the work area clean and safe

### Performance Criteria

- P1 check that the correct materials have been supplied to you for processing
- P2 check that you understand the work instructions and specifications
- P3 select materials that match the specification requirements
- P4 test the equipment before use and ensure it is ready for use within your own limits of responsibility
- P5 organise your work area in a way that will help you meet production requirements
- P6 identify problems with materials, equipment and machinery and take required action
- P7 identify and use the approved working methods for the manufacturing process
- P8 process materials according to work instructions
- P9 produce the required quality and quantity
- P10 receive, use and provide relevant information at appropriate times during the production cycle
- P11 carry out the manufacturing process safely
- P12 keep downtime and wastage to a minimum
- P13 report any problems in production promptly to the right person
- P14 forward the manufactured product according to instructions
- P15 complete and store accurate records and documentation
- P16 keep the work area and equipment clean, safe and free from waste
- P17 use cleaning equipment and materials safely using agreed methods
- P18 carry out cleaning routines following agreed procedures
- P19 carry out the daily upkeep of machinery and equipment

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 the importance of keeping the work area and equipment clean and free from waste
- K4 the types of cleaning equipment and materials used and routine cleaning procedures and their importance
- K5 the types of daily upkeep of machinery and equipment
- K6 how the supply of materials is maintained and how they are checked against specification
- K7 the information provided by work instructions and specifications
- K8 what checks are done on equipment and machinery
- K9 the types of problems which occur with materials and equipment and the action to take
- K10 the limits of own responsibility for taking action and who to report to
- K11 how your work role fits in with the overall manufacturing process
- K12 the importance of good time keeping
- K13 how to deal with disagreements in the workplace
- K14 how to present ideas for improvement to line manager
- K15 the causes of loss of production and wastage of materials and how to minimise these
- K16 the type of information exchanged during the production cycle, especially at start up and

change over

- K17 safe working practices and organisational procedures
- K18 limits of your own responsibility
- K19 ways of resolving with problems within the work area, and within limits of personal responsibility
- K20 the production process and how your specific work activities relate to the whole process
- K21 the importance of effective communication with colleagues
- K22 the lines of communication, authority and reporting procedures
- K23 the organisation's rules, codes and guidelines (including timekeeping)
- K24 the companies quality standards
- K25 the types of records kept, how are they completed and the importance of keeping them accurate
- K26 the importance of complying with written instructions
- K27 equipment operating procedures / manufacturers' instructions
- K28 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX2 – Produce the warp

### Overview:

This standard is for those who pick and prepare the raw material yarn and carry out operations to produce a finished weaver's beam, ensuring the correct yarn and correct count is used, following agreed procedures.

The job role may involve:

1. picking yarn from warehouse
2. carrying out preparatory operations to produce section warps or tape
3. loading warp sheet
4. warping from creel

### Performance Criteria:

- P1 check docket / ticket for correct warp plan and select materials needed
- P2 maintain a clean and safe work area
- P3 organise the work area to meet warp preparation requirements
- P4 check that equipment and tools are in good working order and are ready for use
- P5 select the correct yarn as identified on the weaving ticket
- P6 carry out checks to ensure correct yarn specification
- P7 report products which do not conform to specification to the right person
- P8 carry out the warping process to meet specifications
- P9 carry out the beaming process to meet specifications
- P10 apply chemicals and additives (lubricants) when required
- P11 ensure correct endage of section / tape is achieved
- P12 forward finished section warp / tape (weavers beam) to storage or to loom for loading
- P13 load warp sheet to match sett pre-peaded on loom if required
- P14 ensure loaded warp sheet meets specification
- P15 protect products from damage and contamination during production
- P16 place leasers in warp beam as required
- P17 remove warp to ensure seamless loading onto the loom
- P18 handle products with care in accordance with agreed procedures
- P19 confirm and record the finished product is correct to specification
- P20 record warp details for future reference following agreed procedures
- P21 identify and isolate imperfect yarn following agreed procedures
- P22 stored finish products in the agreed location following approved procedures
- P23 carry out any handover operations

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 ways of planning work activities to maintain continuity of operations
- K4 the yarn count, colour, fold, composition, quality and quantity
- K5 how to check the yarn is the correct count, fold, composition and colour
- K6 the difference between yarn characteristics
- K7 the importance of using correct yarn thicknesses
- K8 how to protect products from damage and contamination during production
- K9 how to keep records correctly and pass onto next section
- K10 the importance of accurate stock yarn records, and the process of processing residue yarn
- K11 how to deal with problems within the work area, and within limits of own responsibility
- K12 the production process and how your specific work activities relate to the whole process
- K13 safe working practices and organisational procedures

- K14 limits of your own responsibility
- K15 ways of resolving with problems within the work area, and within limits of personal responsibility
- K16 the production process and how your specific work activities relate to the whole process
- K17 the importance of effective communication with colleagues
- K18 the lines of communication, authority and reporting procedures
- K19 the organisation's rules, codes and guidelines (including timekeeping)
- K20 the companies quality standards
- K21 the types of records kept, how are they completed and the importance of keeping them accurate
- K22 the importance of complying with instructions
- K23 equipment operating procedures / manufacturers' instructions
- K24 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX3 – Prepare the warp for weaving (knotting or healding)

### Overview:

This standard is for those who carry out essential preparatory operations prior to starting the weaving process.

The job role may involve:

1. preparing machinery for work operations
2. knotting or healding
3. gathering appropriate resources and ensuring equipment is in good order to meet docket specification

### Performance Criteria:

- P1 receive and interpret work instructions
- P2 carry out preparation activities safely within agreed timescales and following procedures
- P3 maintain a clean, safe work area
- P4 select required resources and check against specifications
- P5 ensure sufficient resources are available to maintain continuity of work operations
- P6 report resources which do not conform to specification to the right person
- P7 organise the work area, resources and equipment to ensure efficiency during work operations
- P8 ensure equipment is ready for use in order to meet requirements
- P9 protect resources from damage and contamination
- P10 confirm preparation activities are correct and complete
- P11 release and remove beam from loom
- P12 fit a new beam
- P13 prepare new warp over frame and knotting
- P14 draw warp through healds and reed
- P15 fill all healds with ends
- P16 replace selvedge and leno ends
- P17 change weft, design and pick, if required
- P18 sample weave to ensure product meets given specification/docket, if required
- P19 remove finished rollers to cloth inspection area, if required
- P20 carry out required preparation activities
- P21 carry out takeover operations
- P22 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately i.e. how to correctly draw ends in etc.
- K2 how to make use of the information detailed in specifications and instructions
- K3 ways of planning work activities to maintain continuity of operations
- K4 preparation activities prior to work operations
- K5 characteristics of materials to be processed and how to handle them
- K6 capabilities of equipment to be used and actions to be taken when it does not conform to specification
- K7 how to interpret weaving docket, to certify correct sett loaded before warp drawn
- K8 how to load a new beam onto the loom is efficiently
- K9 how to check all ends are accurately filled
- K10 the importance of maintaining a clean and safe work area
- K11 safe working practices
- K12 limits of your own responsibility
- K13 ways of resolving with problems within the work area, and within limits of personal

responsibility

- K14 the production process and how your specific work activities relate to the whole process
- K15 the importance of effective communication with colleagues
- K16 the lines of communication, authority and reporting procedures
- K17 the organisation's procedures, rules, codes and guidelines (including timekeeping)
- K18 the companies quality standards
- K19 the types of records kept, how are they completed and the importance of keeping them accurate
- K20 the importance of complying with instructions
- K21 equipment operating procedures / manufacturers' instructions
- K22 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX4 – Manufacture woven textiles

### Overview:

This standard is for those who are responsible for the daily upkeep of machinery and equipment, preparing for and carrying out the production process. They follow approved work methods and process materials safely to meet quality and quantity requirements.

The job role may involve:

1. preparing for processing
2. manufacturing products to specification
3. keeping the work area clean and safe

### Performance Criteria:

- P1 receive and interpret work instructions
- P2 carry out preparation activities safely within agreed timescales and following procedures
- P3 maintain a clean, safe work area
- P4 ensure materials match the weaving docket / ticket
- P5 ensure sufficient materials are available to maintain continuity of work operations
- P6 ensure sample weave on new warp is correct within limits of own responsibility
- P7 organise the work area, resources and equipment to ensure efficiency during work operations
- P8 test equipment and ensure machinery is in good working order and ready for use within your own areas of responsibility
- P9 identify problems with materials, equipment and machinery and take relevant action
- P10 protect materials / products from damage and contamination
- P11 use the approved working methods for the manufacturing process safely
- P12 process materials to the required quality and quantity
- P13 check production against specification / swatch to ensure correct pattern colour if required
- P14 receive, use and provide relevant information at appropriate times during the production cycle, e.g. production efficiency, yarn breakages
- P15 keep downtime and wastage to a minimum
- P16 report any problems in production promptly to the right person
- P17 forward the labelled manufactured product according to instructions
- P18 complete and store accurate records and documentation
- P19 keep the work area and equipment clean, safe and free from waste, and cross contamination of yarn fibres from loom to loom
- P20 use cleaning equipment and materials safely using agreed methods
- P21 carry out the daily upkeep of machinery and equipment within limits of own responsibility
- P22 carry out handover operations

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 the importance of keeping the work area and equipment clean and free from waste, and cross contamination of yarn fibres
- K4 the types of cleaning equipment and materials used, and routine cleaning procedures and their importance
- K5 the types of daily upkeep of machinery and equipment within the limits of own responsibility
- K6 how the supply of materials is maintained and how they are checked against specification
- K7 the information provided by work instructions and specifications
- K8 the production process and how your specific work activities relate to the whole process
- K9 what checks are done on equipment and machinery

- K10 the types of problems which occur with materials and equipment and the action to take
- K11 how to produce and understand technical records and identify potential problems
- K12 how to present any ideas for improvement to line manager
- K13 the causes of lost production and material wastage
- K14 how to maintain the flow of production
- K15 the importance of achieving quality and its relation to the end user / customer
- K16 compressed air procedures
- K17 safe working practices and organisational procedures
- K18 limits of your own responsibility
- K19 ways of resolving with problems within the work area, and within limits of personal responsibility
- K20 the production process and how your specific work activities relate to the whole process
- K21 the importance of effective communication with colleagues
- K22 the lines of communication, authority and reporting procedures
- K23 the organisation's rules, codes and guidelines (including timekeeping)
- K24 the companies quality standards
- K25 the types of records kept, how are they completed and the importance of keeping them accurate
- K26 the importance of complying with written instructions
- K27 equipment operating procedures / manufacturers' instructions
- K28 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX6 – Control the efficiency of the weaving process

### Overview:

This standard is for those who monitor machinery and equipment during production and maintain the required productivity levels and quality standards.

The job role may involve:

1. overseeing the manufacture of textiles to specification
2. organising and controlling department work

### Performance Criteria:

- P1 carry out any shift change operations
- P2 check that materials, machinery and equipment meet specification
- P3 oversee materials and equipment against specification during processing
- P4 organise and carry out tasks to maintain the flow of materials and production
- P5 take appropriate action within your own area of responsibility if materials or equipment fail to match specification
- P6 carry out daily maintenance and follow a repair schedule to maintain production targets
- P7 ensure required machinery parts are available to meet repair schedule
- P8 keep work area clean and free from waste and obstructions during production
- P9 operate compressed air machinery in line with regulatory requirements if required
- P10 monitor machinery and equipment during processing to ensure optimum efficiency
- P11 set looms to correct settings such as warp tension and pick rate
- P12 keep downtime and wastage to a minimum
- P13 maintain productivity and quality levels to meet specification
- P14 plan for changeover of loom and new beams
- P15 check that processed products meet specification
- P16 minimise wastage and downtime during processing
- P17 ensure specification are met and record sample pieces
- P18 report accurately to appropriate people
- P19 complete and store accurate records and documentation
- P20 pass on essential information and any instructions at changeover points during production

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 ways of planning work / repair activities to maintain continuity of operations
- K4 preparation activities prior to work operations
- K5 characteristics of materials to be processed and how to handle them
- K6 the machinery and equipment being used
- K7 capabilities of equipment to be used and actions to be taken when it does not conform to specification
- K8 how to prepare repair schedules and ensure any spare parts required have been ordered through the appropriate procedure
- K9 liaising with management to ensure seamless production and changeover operations and planning
- K10 importance of maintaining a clean and safe work area
- K11 the causes of lost production and material wastage
- K12 how to maintain the flow of production
- K13 the importance of achieving quality and its relation to the end user/customer
- K14 compressed air procedures
- K15 safe working practices and organisational procedures
- K16 limits of your own responsibility

- K17 ways of resolving with problems within the work area, and within limits of personal responsibility
- K18 the production process and how your specific work activities relate to the whole process
- K19 the importance of effective communication with colleagues
- K20 the lines of communication, authority and reporting procedures
- K21 the organisation's rules, codes and guidelines (including timekeeping)
- K22 the companies quality standards
- K23 the types of records kept, how are they completed and the importance of keeping them accurate
- K24 the importance of complying with instructions
- K25 equipment operating procedures / manufacturers' instructions
- K26 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX7 – Move and distribute materials

### Overview:

This standard is for those who collect, sort and distribute materials internally.

The job role may involve:

1. preparing to move and distribute materials
2. moving materials to the required location
3. ensuring materials are kept secure and protected
4. dealing with problems affecting materials and equipment
5. keeping records according to organisational requirements

### Performance Criteria:

- P1 receive and interpret instructions for moving materials
- P2 collect and sort materials ready for distribution within agreed timescales
- P3 check materials meet requirements, match specifications and are correctly labelled
- P4 allocate appropriate quantities of supplies to specified locations
- P5 identify the right moving equipment
- P6 make sure equipment is safe and ready for use
- P7 ensure materials to be moved are secure and loaded correctly
- P8 deliver materials to their required location following approved operating procedures
- P9 keep materials and components secure and protected
- P10 use correct handling and moving techniques
- P11 identify problems and take corrective action within the limits of your own responsibility
- P12 store materials safely in the agreed location following approved operating procedures
- P13 work with rest of department and carry out additional tasks as and when required to gain highest possible efficiencies
- P14 return equipment in a safe condition to its correct location and in accordance with approved operating procedures
- P15 identify, isolate and report damaged, incorrect or imperfect materials in accordance with approved procedures
- P16 report any problems outside the limits of your own responsibility
- P17 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 the preparation required for the safe movement of specific materials
- K4 methods of allocation and delivery of supplies
- K5 what equipment is needed to safely handle and move materials
- K6 what checks on equipment are needed to ensure it is safe
- K7 how to report any defects in handling and moving equipment
- K8 how to identify and report damage or problems with materials during handling and movement
- K9 actions to take regarding shortfalls and quality problems
- K10 the approved operating procedures when using and storing handling and moving equipment
- K11 the checks needed on materials and relevant documentation before handling and movement to ensure correct stock records are kept
- K12 how to secure materials during movement and of avoiding damage to them
- K13 characteristics of material
- K14 maintaining quality and its relation to the end user
- K15 how to resolve problems or difficulties arising when moving and storing materials

- K16 if using mechanical moving equipment appropriate training / license must have been achieved
- K17 the importance of teamwork
- K18 safe working practices and organisational procedures
- K19 limits of your own responsibility
- K20 ways of resolving with problems within the work area, and within limits of personal responsibility
- K21 the production process and how your specific work activities relate to the whole process
- K22 the importance of effective communication with colleagues
- K23 the lines of communication, authority and reporting procedures
- K24 the organisation's rules, codes and guidelines (including timekeeping)
- K25 the companies quality standards
- K26 the types of records kept, how are they completed and the importance of keeping them accurate
- K27 the importance of complying with written instructions
- K28 equipment operating procedures / manufacturers' instructions
- K29 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX8 – Perform quality control procedures in the textiles industry

### Overview:

This standard is for those who monitor product quality during production and examine and pass products using the company's quality control procedures.

The job role may involve:

1. monitoring quality during production
2. interpreting specifications and work instructions
3. planning work to ensure continuity of production
4. examine and pass finished textile products against specification

### Performance Criteria:

- P1 receive and interpret work instructions and specifications
- P2 keep the work area clean and safe
- P3 organise the work area to meet production requirements
- P4 check that equipment and tools are in good working order and ready for use
- P5 protect materials and products from contamination
- P6 examine products following approved procedures and examination techniques
- P7 handle all products with care in accordance with agreed procedures
- P8 identify faults and report them in accordance with agreed procedures
- P9 report problems outside of your own limits of responsibility
- P10 identify un-repairable / repairable products
- P11 take corrective action to return products to required standards
- P12 isolate products which do not meet specification
- P13 use approved methods to mark and log identified faults
- P14 record problems following organisational guidelines
- P15 forward rejected products which have not passed inspection in accordance with agreed procedures
- P16 report the results of inspections promptly and accurately to the appropriate person
- P17 contribute to maintaining the on-going quality of production and products
- P18 forward passed products to the next stage in the production process
- P19 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 how to interpret and make use of the information detailed in specifications and instructions
- K4 how to check products against specification
- K5 the inspection processes required for particular products
- K6 effective planning of work activities to maintain continuity of operations
- K7 characteristics of materials to be inspected
- K8 reasons why products do not conform
- K9 procedures when products do not meet specification
- K10 importance of keeping the work area clean and free from obstructions
- K11 limits of own responsibility
- K12 pre-inspection activities
- K13 approved methods of inspection
- K14 types of faults and irregularities in products
- K15 methods of protecting materials and finished goods
- K16 methods of identifying, segregating and correctly marking faults
- K17 how to deal with rejected products
- K18 the importance of achieving quality and its relation to the end user/customer

- K19 the production process and how your specific work activities relate to the whole process
- K20 how your specific work activities relate to the production process
- K21 safe working practices and organisational procedures
- K22 limits of your own responsibility
- K23 ways of resolving with problems within the work area
- K24 the production process and how your specific work activities relate to the whole process
- K25 the importance of effective communication with colleagues
- K26 the lines of communication, authority and reporting procedures
- K27 the organisation's rules, codes and guidelines (including timekeeping)
- K28 the companies quality standards
- K29 the types of records kept, how are they completed and the importance of keeping them accurate
- K30 the importance of complying with written instructions
- K31 equipment operating procedures / manufacturers' instructions
- K32 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX10 – Package manufactured products

### Overview:

This standard is for those who pack products before they are stored and despatched.

The job role may involve:

1. preparing to pack finished products
2. carrying out packing operations
3. ensuring the correct packaging is used
4. checking that the packaged goods meet specifications
5. forwarding packed goods

### Performance Criteria:

- P1 keep the work area clean and safe
- P2 organise the work area to meet production needs
- P3 receive the product specification and follow work instructions
- P4 check that equipment and tools are in good working order and are ready for use
- P5 select products to be packed and check them against specifications
- P6 identify and select the type of packaging to be used for the product
- P7 select correct packaging materials
- P8 pack and label the product according to packaging instructions
- P9 protect products to be packed from dirt and damage
- P10 handle products and packaging with care in accordance with agreed procedures
- P11 ensure the finished packed product meets specifications
- P12 identify and isolate imperfect products and packaging
- P13 report any faults to the responsible person
- P14 protect products against damage and contamination after packing
- P15 complete and store accurate records and documentation
- P16 forward packaged goods to the correct location

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 the checks needed to ensure product for packaging is correct for quality and quantity
- K4 the type of packaging materials to be used and the quantities needed
- K5 how to report problems with products, packaging materials or equipment
- K6 how to protect products from damage and contamination during packaging
- K7 how to report packaged products which do not conform to specification and to whom
- K8 how to forward packaged products safely to next location
- K9 the importance of achieving quality and its relation to the end user/customer
- K10 the production process and how your specific work activities relate to the whole process
- K11 safe working practices and organisational procedures
- K12 limits of your own responsibility
- K13 ways of resolving with problems within the work area
- K14 the production process and how your specific work activities relate to the whole process
- K15 the importance of effective communication with colleagues
- K16 the lines of communication, authority and reporting procedures
- K17 the organisation's rules, codes and guidelines (including timekeeping)
- K18 the companies quality standards
- K19 the types of records kept, how are they completed and the importance of keeping them accurate
- K20 the importance of complying with written instructions
- K21 equipment operating procedures / manufacturers' instructions

K22 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX11 – Provide support services for textile production

### Overview:

This standard is for those who perform services that support textile production.

The job role may involve:

1. preparing and organising work
2. carrying out manual operations
3. distributing work
4. isolating imperfect products

### Performance Criteria:

- P1 keep the work area clean and safe
- P2 organise the work area in a way that meets production requirements
- P3 check that equipment and tools are in good working order and ready for use
- P4 protect products from dirt and damage
- P5 receive and interpret work instructions accurately
- P6 identify products to be processed
- P7 support operations in accordance with instructions and following agreed procedures
- P8 use approved work methods
- P9 ensure the product meets specifications
- P10 handle products with care in accordance with agreed procedures
- P11 forward products to the next stage in the production process
- P12 identify and isolate imperfect products
- P13 report any faults to the right person
- P14 complete and store accurate records and documentation
- P15 forward products to the correct location

### Knowledge and Understanding:

- K1 the support services required for particular products
- K2 how to receive work instructions and specifications and interpret them accurately
- K3 how to make use of the information detailed in specifications and instructions
- K4 how to identify products which do not conform to specification
- K5 types of problems and how to report faults to the appropriate people
- K6 how to forward products and ensure their safe handover
- K7 how to interpret and follow packaging instructions
- K8 the checks needed to ensure product for packaging is correct for quality and quantity
- K9 the type of packaging materials to be used and the quantities needed
- K10 how to report problems with products, packaging materials or equipment
- K11 how to protect products from damage and contamination during packaging
- K12 how to report packaged products which do not conform to specification and to whom
- K13 how to forward packaged products safely to next location
- K14 the importance of achieving quality and its relation to the end user / customer
- K15 the production process and how your specific work activities relate to the whole process
- K16 safe working practices and organisational procedures
- K17 limits of your own responsibility
- K18 ways of resolving with problems within the work area
- K19 the production process and how your specific work activities relate to the whole process
- K20 the importance of effective communication with colleagues
- K21 the lines of communication, authority and reporting procedures
- K22 the organisation's rules, codes and guidelines (including timekeeping)
- K23 the companies quality standards
- K24 the types of records kept, how are they completed and the importance of keeping them

accurate

K25 the importance of complying with written instructions

K26 equipment operating procedures / manufacturers' instructions

K27 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX13 – Maintain and improve your work

### Overview:

This standard is for those who seek to improve the standard of work expected of them, learn new skills, and apply new work methods to work activities.

The job role may involve:

1. improving and maintaining work standards
2. identifying opportunities for further training
3. developing learning and skills

### Performance Criteria:

- P1 meet current work responsibilities
- P2 report difficulties in maintaining work standards to appropriate people promptly
- P3 seek advice about how to improve performance from appropriate people
- P4 seek help from others to improve skills
- P5 identify realistic and achievable improvements to your work performance related to product efficiency and quality
- P6 learn new skills and work methods to develop knowledge base of the whole department
- P7 undertake training in a positive and constructive manner
- P8 undertake relevant training
- P9 make use of new skills in work activities
- P10 work with colleagues constructively when learning new skills and work methods
- P11 receive and utilise feedback from appropriate people
- P12 seek opportunities for further training
- P13 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 the job description related to the job role
- K4 company expectations
- K5 overall aim of working departments
- K6 overall aim of working practices
- K7 how to identify whether your work is up to standard or not
- K8 appropriate sources of support to develop skills
- K9 how to make use of available training and learning opportunities
- K10 how to work constructively with others when learning
- K11 how to make effective use of both positive and negative feedback
- K12 how to make use of new skills and knowledge in your normal work activities
- K13 how department procedures contribute towards overall efficiency and quality
- K14 the importance of quality and its relation to the end user / customer
- K15 how to request access to further learning and training
- K16 limits of personal responsibility
- K17 the production process and how your specific work activities relate to the whole process
- K18 the lines of communication and the importance of effective communication with colleagues
- K19 the company structure
- K20 the organisation's rules, codes and guidelines
- K21 the companies quality standards
- K22 the types of records kept, how are they completed and the importance of keeping them accurate
- K23 the importance of complying with written instructions

K24 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX14 – Prepare for textile manufacturing operations

### Overview:

This standard is for those who carry out essential preparatory operations.

The job role may involve:

1. preparing for work operations
2. gathering resources
3. ensuring equipment is in good order to meet requirements

### Performance Criteria:

- P1 keep the work area clean, safe and free from waste and obstructions
- P2 receive and interpret work instructions
- P3 identify and select resources to meet specifications and maintain continuity of work operations
- P4 make equipment ready for use in order to meet work instructions
- P5 organise the work area to ensure efficiency during work operations
- P6 protect resources from damage and contamination
- P7 take action when resources and equipment do not meet requirements
- P8 carry out preparation activities safely within agreed timescales following agreed procedures
- P9 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 work operations and specifications to be followed
- K4 preparation activities prior to work operations
- K5 characteristics of materials to be processed and how to handle them
- K6 capabilities of equipment to be used and actions to be taken when it does not conform to specification
- K7 importance of maintaining a clean and safe work area
- K8 the importance of achieving quality and its relation to the end user / customer
- K9 the production process and how your specific work activities relate to the whole process
- K10 safe working practices and organisational procedures
- K11 limits of your own responsibility
- K12 ways of resolving with problems within the work area, and within limits of personal responsibility
- K13 the production process and how your specific work activities relate to the whole process
- K14 the importance of effective communication with colleagues
- K15 the lines of communication, authority and reporting procedures
- K16 the organisation's rules, codes and guidelines (including timekeeping)
- K17 the companies quality standards
- K18 the types of records kept, how are they completed and the importance of keeping them accurate
- K19 the importance of complying with written instructions
- K20 equipment operating procedures / manufacturers' instructions
- K21 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX15 – Control the efficiency of textile production

### Overview:

This standard is for those who monitor machinery and equipment during production to maintain the required productivity levels and quality standards.

The job role may involve:

1. overseeing the manufacture of textile products
2. organising and controlling the manufacturing process

### Performance Criteria:

- P1 carry out handover procedures
- P2 pass on essential information and any instructions at handover points during production
- P3 keep work area clean and safe and free from waste and obstructions during production
- P4 check that materials, machinery and equipment meet specification
- P5 monitor materials and equipment against specification during processing
- P6 take action within your own area of responsibility promptly if materials or equipment fail to match specification
- P7 organise and carry out tasks to maintain the flow of materials and production
- P8 use work methods to meet specification within agreed time schedules
- P9 meet and maintain productivity levels
- P10 adjust the work pattern as required to maintain production targets
- P11 minimise wastage and downtime during processing
- P12 meet and maintain the quality of output to meet specification
- P13 check that processed products meet production specification
- P14 forward processed products using agreed procedure
- P15 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 how to plan work activities to maintain continuity of operations
- K4 faults with materials, equipment and processes, their causes and relevant action
- K5 preparation activities prior to work operations
- K6 characteristics of materials to be processed and how to handle them
- K7 capabilities of equipment to be used and actions to be taken when it does not conform to specification
- K8 importance of maintaining a clean and safe work area
- K9 action to take when dealing with shortfalls and quality problems in supplies
- K10 limits of own responsibility during the distribution process
- K11 methods of protecting materials
- K12 the importance of achieving quality and its relation to the end user/customer
- K13 the production process and how your specific work activities relate to the whole process
- K14 safe working practices and organisational procedures
- K15 limits of your own responsibility
- K16 ways of resolving with problems within the work area
- K17 the production process and how your specific work activities relate to the whole process
- K18 the importance of effective communication with colleagues
- K19 the lines of communication, authority and reporting procedures
- K20 the organisation's rules, codes and guidelines (including timekeeping)
- K21 the company's quality standards
- K22 the types of records kept, how are they completed and the importance of keeping them accurate

- K23 the importance of complying with instructions
- K24 equipment operating procedures / manufacturers' instructions
- K25 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX16 – Produce textile products

### Overview:

This standard is for those who produce textile products using different machinery, equipment and construction methods.

The job role may involve:

1. assembling components to specification
2. maintaining and controlling the work pattern
3. maximising production
4. maintaining quality requirements

### Performance Criteria:

- P1 receive and interpret work instructions and specifications
- P2 carry out handover procedure
- P3 check materials and components against specification
- P4 identify faulty components or components that do not match specification and take action
- P5 maintain a clean, safe work area
- P6 ensure equipment meets specifications and is ready for use
- P7 organise work area to optimise production flow
- P8 use approved methods of assembly to assemble components
- P9 follow work instructions and specifications accurately
- P10 identify assembly problems and take appropriate prompt action
- P11 monitor the supply of materials and components to meet production requirements
- P12 manage own work pattern to ensure maximum operating efficiency
- P13 make adjustments to work pattern to maintain the required flow of production
- P14 meet and maintain productivity levels
- P15 protect the output from dirt and damage
- P16 handle materials and components safely and carefully
- P17 forward manufactured goods using agreed procedures
- P18 complete and store accurate records and documentation
- P19 carry out daily upkeep of machinery and equipment

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 hand over procedures and information required at changeover points
- K4 ways of planning work activities to maintain continuity of operations
- K5 characteristics of materials and components to be assembled
- K6 capabilities of machinery and equipment to be used and action to be taken when it does not conform to specification
- K7 reasons why materials and components do not conform and corrective action needed
- K8 importance of keeping the work area clean and free from obstructions
- K9 types of preparation activities
- K10 types of faults and irregularities in components and appropriate action to take
- K11 types of problems in manufacturing and appropriate action to take
- K12 methods of protecting materials and manufactured goods
- K13 importance of maintaining product quality
- K14 how the supply of materials and components is maintained
- K15 types of adjustment to work patterns that can be made
- K16 forwarding procedures
- K17 action to take when dealing with shortfalls and quality problems in supplies
- K18 the importance of achieving quality and its relation to the end user / customer

- K19 the production process and how your specific work activities relate to the whole process
- K20 safe working practices and organisational procedures
- K21 limits of your own responsibility
- K22 ways of resolving with problems within the work area
- K23 the production process and how your specific work activities relate to the whole process
- K24 the importance of effective communication with colleagues
- K25 the lines of communication, authority and reporting procedures
- K26 the organisation's rules, codes and guidelines (including timekeeping)
- K27 the companies quality standards
- K28 the types of records kept, how are they completed and the importance of keeping them accurate
- K29 the importance of complying with written instructions
- K30 equipment operating procedures / manufacturers' instructions
- K31 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX17 – Perform manual textile operations

### Overview:

This standard is for those who perform manual operations within the textiles industry.

The job role may involve:

1. carrying out textile operations by hand
2. maintaining the work pattern and flow
3. handling materials and components

### Performance Criteria:

- P1 check equipment and materials against specifications
- P2 follow work instructions
- P3 use correct working methods and techniques
- P4 handle materials and products correctly and safely
- P5 monitor the supply of materials and components to meet production requirements
- P6 protect materials and goods from contamination
- P7 co-ordinate work activities to maintain the work flow
- P8 meet quality and quantity requirements
- P9 achieve continuity of production within agreed timescales
- P10 deal with faulty materials, equipment and tools
- P11 report materials, equipment and tools that do not match specification
- P12 identify problems with processing and take appropriate action
- P13 complete and store accurate records and documentation
- P14 forward processed goods using agreed procedures

### Knowledge and Understanding:

- P1 how to receive work instructions and specifications and interpret them accurately
- P2 how to make use of the information detailed in specifications and instructions
- P3 characteristics of materials to be processed
- P4 how the supply of materials and components is maintained
- P5 capabilities of equipment to be used
- P6 reasons why materials and equipment do not conform, and corrective action needed and who to report problems to
- P7 types of preparation activities
- P8 the types of faults and irregularities in materials, equipment and components and appropriate action
- P9 the types of problems in processing, how to deal with them and appropriate corrective action
- P10 methods of protecting materials and finished goods
- P11 importance of maintaining product quality
- P12 safe handling of materials and goods
- P13 production procedures, sequences and time schedules
- P14 the importance of maintaining continuity of production
- P15 transfer / forwarding procedures
- P16 the importance of achieving quality and its relation to the end user / customer
- P17 the production process and how your specific work activities relate to the whole process
- P18 safe working practices and organisational procedures
- P19 limits of your own responsibility
- P20 ways of resolving with problems within the work area
- P21 the production process and how your specific work activities relate to the whole process
- P22 the importance of effective communication with colleagues
- P23 the lines of communication, authority and reporting procedures

- P24 the organisation's rules, codes and guidelines (including timekeeping)
- P25 the companies quality standards
- P26 the types of records kept, how are they completed and the importance of keeping them accurate
- P27 the importance of complying with written instructions
- P28 equipment operating procedures / manufacturers' instructions
- P29 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX19 – Perform textile testing operations

### Overview:

This standard is for those who carry out routine testing operations on textile products from the preparation of samples through to recording and validating test results.

The job role may involve:

1. preparing for textile testing
2. preparing the test sample
3. conducting and recording tests
4. validating data and presenting results

### Performance Criteria:

- P1 receive relevant documentation and identified samples before testing
- P2 select and prepare appropriate testing equipment
- P3 check that equipment is fit for purpose, calibrated and ready for use
- P4 report faulty, unserviceable equipment to appropriate people
- P5 identify the correct sample
- P6 prepare the samples for testing in accordance with standard operating procedures
- P7 ensure the appropriate controlled conditions are in place
- P8 carry out prescribed tests according to standard procedures and within agreed timescales
- P9 apply approved tolerances as required
- P10 ensure test variables are within acceptable limits
- P11 make adjustments to maintain required conditions during testing
- P12 record and report deviations from set procedures to appropriate people
- P13 identify and store test samples in accordance with agreed procedures
- P14 check data against required outcomes
- P15 record and validate results
- P16 present validated results
- P17 draw valid and reliable conclusions from processed data
- P18 identify and resolve deviations following agreed procedures
- P19 make recommendations following implementation
- P20 complete and store accurate records and documentation
- P21 dispose of used samples and waste
- P22 clean and store equipment and materials after use following organisational procedures
- P23 clean the work area and dispose of equipment and materials safely and promptly in accordance with organisational procedures

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 ways of planning work activities to maintain continuity of operations
- K4 how to rectify with problems within the work area, and within limits of personal responsibility
- K5 the principles of testing
- K6 the types of testing methods and routines
- K7 methods of controlling variables
- K8 types of testing equipment and ways of ensuring its serviceability
- K9 action to take when equipment is defective
- K10 health, safety and environmental requirements
- K11 types of hazards, risks and abnormal occurrences and how to respond to them
- K12 types of waste and methods of dealing with them
- K13 methods of processing and validating data

- K14 tolerance limits and required levels of accuracy
- K15 approved methods of dealing with deviations and anomalies and procedures for correcting data
- K16 procedures for recording and retrieving data
- K17 how to report results and to whom
- K18 storage of information
- K19 calculation of test results
- K20 statistical and mathematical techniques applicable to data
- K21 the importance of achieving quality and its relation to the end user/customer
- K22 safe working practices and organisational procedures
- K23 limits of your own responsibility
- K24 ways of resolving with problems within the work area, and within limits of personal responsibility
- K25 the production process and how your specific work activities relate to the whole process
- K26 the importance of effective communication with colleagues
- K27 the lines of communication, authority and reporting procedures
- K28 the organisation's rules, codes and guidelines (including timekeeping)
- K29 the companies quality standards
- K30 the types of records kept, how are they completed and the importance of keeping them accurate
- K31 the importance of complying with written instructions
- K32 equipment operating procedures / manufacturers' instructions
- K33 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX20 – Maintain machinery and equipment

### Overview:

This standard is for those who are responsible for the basic day-to-day maintenance of production machinery and equipment.

The job role may involve:

1. carrying out basic machine maintenance
2. identifying faults and problems

### Performance Criteria:

- P1 receive work instructions and specifications and interpret them accurately
- P2 make use of the information detailed in specifications and instructions
- P3 plan maintenance routines to maintain continuity of operations
- P4 perform maintenance of machinery and equipment following organisational guidelines
- P5 competently operate machinery to required specification
- P6 use tools and materials safely
- P7 obtain parts and materials from approved sources within the organisation
- P8 dispose of waste in accordance with approved procedures
- P9 identify problems with machinery and equipment using approved fault finding techniques
- P10 diagnose the cause of faults and take corrective action within the limits of your responsibility
- P11 rectify faults within the limits of own responsibility
- P12 test the running of the machinery and equipment after faults have been dealt with
- P13 report faults outside own responsibility to others for action
- P14 check that machinery and equipment is operating correctly and safely after rectifying faults
- P15 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 ways of planning work activities to maintain continuity of operations
- K4 component parts of machinery and equipment
- K5 routine maintenance procedures and schedules
- K6 how to obtain / order component parts
- K7 how to identify commonly occurring faults in machinery and equipment
- K8 understand related problems with production materials to rectify identified production issues
- K9 function of tools and their correct use
- K10 ways of testing machinery and equipment after maintenance and fault rectification
- K11 maintenance and fault rectification record keeping systems
- K12 safe working practices and organisational procedures
- K13 limits of your own responsibility
- K14 ways of resolving with problems within the work area, and within limits of personal responsibility
- K15 the production process and how your specific work activities relate to the whole process
- K16 the importance of effective communication with colleagues
- K17 the lines of communication, authority and reporting procedures
- K18 the organisation's rules, codes and guidelines (including timekeeping)
- K19 the companies quality standards
- K20 the types of records kept, how are they completed and the importance of keeping them accurate
- K21 the importance of complying with written instructions

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|-----|---|
| K22 | equipment operating procedures / manufacturers' instructions                                  |
| K23 | statutory responsibilities under health, safety and environmental legislation and regulations |

## SKSTEX21 – Contribute to the continuous improvement of operations

### Overview:

This standard is for those who identify ways in which to improve work activities and contribute to overcoming operational problems.

The job role may involve:

1. identifying opportunities for improving operations
2. taking corrective action
3. making recommendations for changes and improvements to work activities and processes

### Performance Criteria:

- P1 investigate operational problems and identify their causes
- P2 obtain accurate and up-to-date information about work operations
- P3 report problems in operations that effect production
- P4 discuss suggestions and ideas for solving problems with other relevant people
- P5 make recommendations for improvements to appropriate people in accordance with organisational procedurere
- P6 identify potential results of recommended improvements
- P7 gathering relevant information to support your proposed recommendations
- P8 identify the resources needed to implement the proposed improvements
- P9 help to implement improvements in work processes
- P10 take corrective action within your own area of responsibility
- P11 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 likely problems with work operations and their causes
- K4 appropriate forms of corrective action to solve such problems
- K5 the limits of your own authority when taking corrective action
- K6 who to inform of problems and possible solutions
- K7 the types of information needed to assess the nature of problems and where it can be obtained
- K8 sources of potential improvements to work operations and their implications
- K9 how to support recommendations with appropriate information
- K10 how to present findings and recommendations
- K11 who to present recommendations to
- K12 the importance of achieving quality and its relation to the end user/customer
- K13 the production process and how your specific work activities relate to the whole process
- K14 safe working practices and organisational procedures
- K15 limits of your own responsibility
- K16 ways of resolving with problems within the work area, and within limits of personal responsibility
- K17 the production process and how your specific work activities relate to the whole process
- K18 the importance of effective communication with colleagues
- K19 the lines of communication, authority and reporting procedures
- K20 the organisation's rules, codes and guidelines (including timekeeping)
- K21 the companies quality standards
- K22 the types of records kept, how are they completed and the importance of keeping them accurate
- K23 the importance of complying with written instructions
- K24 equipment operating procedures / manufacturers' instructions

K25 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX22 – Configure and prove production machinery

### Overview:

This standard is for those who plan and set up machine configurations to meet production requirements.

The job role may involve:

1. planning and setting up machine configurations
2. preparing machine for production
3. ensuring the manufactured output matches specification requirements
4. providing all relevant information prior to the start of production

### Performance Criteria:

- P1 work instructions and specifications
- P2 set up machinery to meet production requirements in accordance with approved procedures
- P3 assess downtime and set-up time so that it fits into the production schedule
- P4 plan the effective use of resources
- P5 prioritise workloads
- P6 plan machinery configuration
- P7 obtain all relevant data and resources to prove machinery
- P8 clean and maintain plant during set up
- P9 ensure initial machine settings conform to the production specification
- P10 carry out checks to ensure the machine configuration is safe
- P11 conduct trials
- P12 inspect sample products them against specification to ensure conformity
- P13 ensure new settings achieve the required production rate
- P14 check the processed product against specification to ensure conformity
- P15 make adjustments to configurations as required
- P16 determine final production settings
- P17 check that the machine runs under normal production conditions to meet specification requirements
- P18 provide relevant information and instructions to permit production
- P19 ensure that authority to proceed with production is given
- P20 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 manufacturing processes and production cycle
- K4 machine capabilities and their operating characteristics
- K5 commonly occurring faults and their diagnosis
- K6 limits of and criticalities of machine settings
- K7 sources of supplies of parts and materials
- K8 factors influencing the handling characteristics of materials during production
- K9 sources of technical data on materials, equipment, machinery and processes
- K10 the compatibility of machine and materials
- K11 the format and content of production specification
- K12 sources of machine specifications
- K13 product construction, composition and manufacture
- K14 the importance of achieving quality and its relation to the end user / customer
- K15 safe working practices and organisational procedures
- K16 limits of your own responsibility

- K17 ways of resolving with problems within the work area, and within limits of personal responsibility
- K18 the production process and how your specific work activities relate to the whole process
- K19 the importance of effective communication with colleagues
- K20 the lines of communication, authority and reporting procedures
- K21 the organisation's rules, codes and guidelines (including timekeeping)
- K22 the companies quality standards
- K23 the types of records kept, how are they completed and the importance of keeping them accurate
- K24 the importance of complying with written instructions
- K25 equipment operating procedures / manufacturers' instructions
- K26 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX23 – Monitor and sustain equipment performance

### Overview:

This standard is for those who monitor machinery and equipment during the production process and make adjustments to ensure it is operating to full capacity and meeting quality and quantity production requirements.

The job role may involve:

1. monitoring production
2. contributing to quality control requirements
3. analysing and rectifying faults in production
4. producing and maintaining accurate records

### Performance Criteria:

- P1 comply with written instructions
- P2 identify quality and quantity requirements
- P3 monitor production runs
- P4 check that quality standards are maintained during production
- P5 identify any irregularities in processing operations for irregularities
- P6 analyze faults and their causes using standard fault finding procedures
- P7 dealing with defective products following agreed procedures
- P8 making necessary adjustments to equipment within process control limits
- P9 ensure adjustments meet quality and quantity specifications
- P10 ensure adjustments are within process control limits and within the limits of own authority
- P11 return machinery and equipment to full production after rectifying faults and ensure that all appropriate people are informed
- P12 rectify faults and resolve problems with minimum disruption to production following agreed procedures
- P13 make recommendations on how to return process to requirements and inform appropriate people
- P14 report faults that are outside your area of responsibility to the appropriate person and make recommendations to prevent repetition of problems
- P15 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 quality control checks within production run and during tests
- K4 process control methods
- K5 procedures for dealing with defective or faulty products
- K6 technical tolerances of machinery and operating characteristics
- K7 characteristics of materials during production
- K8 commonly occurring faults and their diagnosis
- K9 sources of technical data on materials, equipment, machinery and processes
- K10 the compatibility of machine and product
- K11 limits of personal responsibility and lines of communication
- K12 agreed working practices
- K13 fault finding principles and techniques
- K14 machine specifications and capabilities
- K15 types of records to be maintained
- K16 requisition and ordering procedures
- K17 safe working practices and organisational procedures
- K18 limits of your own responsibility

- K19 ways of resolving with problems within the work area, and within limits of personal responsibility
- K20 the production process and how your specific work activities relate to the whole process
- K21 the importance of effective communication with colleagues
- K22 the lines of communication, authority and reporting procedures
- K23 the organisation's rules, codes and guidelines (including timekeeping)
- K24 the companies quality standards
- K25 the types of records kept, how are they completed and the importance of keeping them accurate
- K26 the importance of complying with written instructions
- K27 equipment operating procedures / manufacturers' instructions
- K28 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX24 – Service textile machinery and equipment

### Overview:

This standard is for those who plan, set up and carry out servicing procedures for textile machinery.

The job role will involve:

1. planning and preparing for servicing of machinery and equipment
2. diagnosing faults
3. dismantling, replacing and assembling machines, components and component parts
4. test runs
5. declaring machinery fit to return to production

### Performance Criteria:

- P1 receive work instructions and specifications and interpret them accurately
- P2 secure and isolate area in which equipment is to be serviced
- P3 check the correct tools, equipment, components and component parts have been ordered and are available
- P4 assemble necessary tools, equipment, components and component parts check that all replacement parts meet specification
- P5 agree action with the appropriate people when specified replacements are not available
- P6 complying with all relevant authorization requirements
- P7 interpret and apply information correctly using relevant machine manuals and drawings
- P8 examine equipment, components and component parts to ensure they are clean, protected and fit for purpose
- P9 select appropriate tools
- P10 service equipment within agreed schedules
- P11 assemble and fit components and component parts according to manufacturer's instructions to meet specification
- P12 work safely following agreed procedures causing minimum disruption to production
- P13 identify problems using logical fault finding methods
- P14 dismantle, replace and re-assemble equipment and components parts
- P15 carry out test runs after servicing or replacement
- P16 use cost-effective methods to repair equipment and replace parts
- P17 return machinery to production
- P18 monitor new components and component parts over an agreed period and record results
- P19 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 component parts of the machine and their functions
- K4 sources of supply of components
- K5 procedures for ordering spare components and parts
- K6 fault finding techniques and the use of machine and component drawings
- K7 organizational permit to work procedures
- K8 function of tools and their correct application
- K9 how to store components and component parts
- K10 procedures for requesting component parts from stores
- K11 routine maintenance procedures and schedules
- K12 procedures for isolating machinery
- K13 operating conditions and applications for a range of lubricants
- K14 lifting and slinging techniques

- K15 effect of downtime and material wastage on operating costs
- K16 principles of refitting components and component parts
- K17 electrical and mechanical safe working practices
- K18 limits of personal responsibility
- K19 procedures for use of test equipment
- K20 types of pre-production tests
- K21 test result recording and reporting procedures
- K22 technical tolerances of machinery and operating characteristics
- K23 characteristics of materials during production
- K24 commonly occurring faults and their diagnosis
- K25 sources of technical data on materials, equipment, machinery and processes
- K26 the compatibility of machine and product
- K27 agreed working practices
- K28 fault finding principles and techniques
- K29 machine specifications and capabilities
- K30 requisition and ordering procedures
- K31 ways of testing machinery and equipment after maintenance and fault rectification
- K32 maintenance and fault rectification record keeping systems
- K33 safe working practices and organisational procedures
- K34 limits of your own responsibility
- K35 ways of resolving with problems within the work area, and within limits of personal responsibility
- K36 the production process and how your specific work activities relate to the whole process
- K37 the importance of effective communication with colleagues
- K38 the lines of communication, authority and reporting procedures
- K39 the organisation's rules, codes and guidelines (including timekeeping)
- K40 the companies quality standards
- K41 the types of records kept, how are they completed and the importance of keeping them accurate
- K42 the importance of complying with written instructions
- K43 equipment operating procedures / manufacturers' instructions
- K44 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX25 – Provide technical input into bulk production

### Overview:

This standard is for those who provide technical information and support during the production process.

The job role may involve:

1. contributing to the implementation and control of bulk production
2. identifying effective working procedures
3. recommending ways to improve the production process
4. producing specifications for bulk production
5. identifying and rectifying problems in bulk production

### Performance Criteria:

- P1 receive work instructions and specifications and interpret them accurately
- P2 develop effective working methods and procedures to meet quality and quantity requirements
- P3 produce accurate information and detailed specifications for bulk production
- P4 plan and control cost effective production systems
- P5 determine the resources needed to achieve output
- P6 contribute to the development of appropriate support systems
- P7 monitor the bulk production process
- P8 identify the nature of faults and defects and their likely causes
- P9 recommend required adjustments to procedures
- P10 make adjustments to processes and materials to rectify faults and defects
- P11 monitor output after adjustments against specification to ensure conformity
- P12 alter instructions and specifications following adjustments
- P13 revise quality requirements as required
- P14 develop quality systems and documentation
- P15 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 organisational guidelines for conducting bulk production
- K4 roles and responsibilities during bulk production
- K5 organisational communication structures
- K6 types of resources and systems for ensuring the availability of resources
- K7 methods of establishing production outcomes and maintaining quality requirements
- K8 limits of personal responsibility
- K9 production planning and control procedures
- K10 working methods and adjustments to procedures
- K11 support systems relevant to bulk production
- K12 types of records and documentation to be maintained for bulk production
- K13 faults likely to occur during bulk production and methods of rectifying them
- K14 the compatibility of machine and product
- K15 agreed working practices
- K16 fault finding principles and techniques
- K17 machine specifications and capabilities
- K18 requisition and ordering procedures
- K19 ways of testing machinery and equipment after maintenance and fault rectification
- K20 maintenance and fault rectification record keeping systems
- K21 safe working practices and organisational procedures

- K22 limits of your own responsibility
- K23 ways of resolving with problems within the work area, and within limits of personal responsibility
- K24 the production process and how your specific work activities relate to the whole process
- K25 the importance of effective communication with colleagues
- K26 the lines of communication, authority and reporting procedures
- K27 the organisation's rules, codes and guidelines (including timekeeping)
- K28 the companies quality standards
- K29 the types of records kept, how are they completed and the importance of keeping them accurate
- K30 the importance of complying with written instructions
- K31 equipment operating procedures / manufacturers' instructions
- K32 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX26 – Perform sample analysis

### Overview:

This standard is for those who analyse samples and evaluate the production implications of producing the same or similar products.

The job role may involve:

1. identifying materials and components
2. recommending appropriate machinery and equipment to re-produce the sample product
3. evaluating the prototype sample

### Performance Criteria:

- P1 prepare the work area and equipment required for sample analysis
- P2 analyse the sample following the agreed procedure
- P3 determine the structure of the sample and the materials it is made of
- P4 evaluate the outcomes of the sample analysis
- P5 evaluate the sample against production capabilities
- P6 identify materials needed for sample production
- P7 identify the appropriate machinery for sample production
- P8 assess the feasibility of producing the product cost-effectively
- P9 present production recommendations and contribute to the decision making process
- P10 produce a sample prototype specification
- P11 ensure that machinery is set up in accordance with requirements and that the correct materials and components are available for sample production
- P12 ensure that samples are produced following approved procedures within agreed timescales
- P13 check sample production against specification
- P14 identify solutions to overcome problems in sample production
- P15 suggest modifications to sample specifications and samples to meet requirements
- P16 contribute to sample approval procedures
- P17 make recommendations about the most cost-effective methods of bulk production for the new product
- P18 produce accurate and complete records of sample evaluation and production process
- P19 store sample and records in accordance with company procedures

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 sample analysis techniques
- K4 appropriate equipment and materials for sample analysis
- K5 the characteristics of materials and their properties
- K6 methods of calculating production resource requirements
- K7 components of a product specification
- K8 technical aspects of product development
- K9 impact of customer requirements on production
- K10 compatibility of machine and product
- K11 limits of personal responsibility and lines of communication
- K12 organizational procedures for sample production
- K13 sample costing methods
- K14 sample development methods
- K15 content of a sample specification
- K16 alternative methods of production
- K17 ways of adjusting specifications within machine capabilities and cost constraints

- K18 the importance of achieving quality and its relation to the end user / customer
- K19 safe working practices and organisational procedures
- K20 limits of your own responsibility
- K21 ways of resolving with problems within the work area
- K22 the production process and how your specific work activities relate to the whole process
- K23 the importance of effective communication with colleagues
- K24 the lines of communication, authority and reporting procedures
- K25 the organisation's rules, codes and guidelines (including timekeeping)
- K26 the companies quality standards
- K27 the types of records kept, how are they completed and the importance of keeping them accurate
- K28 the importance of complying with written instructions
- K29 equipment operating procedures / manufacturers' instructions
- K30 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX27 – Produce prototype samples

### Overview:

This standard is for those who are responsible for the production of samples, selecting appropriate production methods and interpreting specifications.

The job role may involve:

1. setting up machinery and equipment for the production of samples
2. making adjustments to ensure requirements are met
3. maintaining accurate records and prototype samples safely according to agreed procedures
4. finalising the sample making process

### Performance Criteria:

- P1 receive work instructions and interpret instructions and sample specifications accurately
- P2 select and evaluate the most efficient way of producing samples to meet requirements
- P3 set up and configure machinery to produce samples
- P4 ensure the materials and components for production are available and meet requirements
- P5 ensure the appropriate people are fully informed about the sample making process
- P6 produce samples within the required timescales
- P7 evaluate samples against specification
- P8 identify problems in production, materials and components
- P9 rectify problems in production, materials and components
- P10 make adjustments required to meet specifications
- P11 ensure the prototype sample meets requirements and is correct to specification
- P12 labeling finalised sample and store in the agreed place
- P13 record any amendments to the prototype sample specification and highlight special requirements and problems which occurred during sample production
- P14 recommend efficient and cost-effective methods ways of bulk production for the product
- P15 contribute to the finalisation of the prototype sample specification
- P16 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 organisational procedures for sample production
- K4 ways of selecting appropriate methods of producing samples
- K5 content of a prototype sample specification
- K6 how to configure machinery and types of adjustments possible
- K7 ways of adjusting specifications within machine capabilities and cost constraints
- K8 types of records required
- K9 roles and responsibilities of those involved in sample production
- K10 methods of evaluating results
- K11 quality assurance procedures
- K12 the characteristics of materials and their properties
- K13 methods of calculating production resource requirements
- K14 components of a product specification
- K15 technical aspects of product development
- K16 impact of customer requirements on production
- K17 compatibility of machine and product
- K18 limits of personal responsibility and lines of communication
- K19 organisational procedures for sample production
- K20 awareness of sample costing methods

- K21 sample development methods
- K22 content of a sample specification
- K23 alternative methods of production
- K24 ways of adjusting specifications within machine capabilities and cost constraints
- K25 safe working practices and organisational procedures
- K26 limits of your own responsibility
- K27 ways of resolving with problems within the work area
- K28 the production process and how your specific work activities relate to the whole process
- K29 the importance of effective communication with colleagues
- K30 the lines of communication, authority and reporting procedures
- K31 the organisation's rules, codes and guidelines (including timekeeping)
- K32 the companies quality standards
- K33 the types of records kept, how are they completed and the importance of keeping them accurate
- K34 the importance of complying with written instructions
- K35 equipment operating procedures / manufacturers' instructions
- K36 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX28 – Conduct pre-production trials

### Overview:

This standard is for those who are involved in the process of carrying out pre-production trials and monitoring the critical path of trial production prior to bulk production.

The job role may involve:

1. checking the outcomes of trial production against specifications
2. selecting materials, components, machinery and equipment
3. evaluating the results of trials
4. providing information for bulk production

### Performance Criteria:

- P1 receive work instructions and specifications and interpret them accurately
- P2 plan and schedule pre-production trials
- P3 carry out trials to agreed specification and monitor the process
- P4 develop a critical path of activities at each stage of the pilot
- P5 check the outcomes of trial production against specification
- P6 ensure accurate information, complete specifications and relevant samples are available
- P7 ensure authority has been given for pre-production trials and is communicated to the relevant people
- P8 carry out a pre-production trial
- P9 monitor and record the progress of products during the trial process
- P10 check products made in pre-production trials meets specifications
- P11 identify problems and recommend corrective action
- P12 modify specifications to achieve cost effective results
- P13 check trial results and products after pre-production methods have been amended
- P14 evaluate the outcomes of pre-production trial
- P15 evaluate the potential for bulk processing
- P16 establish likely materials usage and production rates of bulk processing
- P17 provide information and trial results to appropriate people
- P18 recommend ways of improving production efficiency
- P19 contribute to the development of a final production specification and pass it on
- P20 record results of the trials following the critical path
- P21 ensure samples and trial products are approved and authority given for bulk production to commence
- P22 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to interpret work instructions and specifications and make use of the information
- K3 organisational guidelines for conducting pre-production trials and tests
- K4 types of adjustments permitted
- K5 types of records required
- K6 roles and responsibilities of those involved in trials
- K7 methods of evaluating trial results
- K8 how to measure production rates and usage of materials
- K9 methods of improving production efficiency
- K10 quality assurance procedures
- K11 limits and criticalities of machine settings
- K12 sources of information on machinery and process developments
- K13 content of a pre-production specification
- K14 critical path during the pre-production process

- K15 sample analysis techniques
- K16 appropriate equipment and materials for sample analysis
- K17 the characteristics of materials and their properties
- K18 methods of calculating production resource requirements
- K19 components of a product specification
- K20 technical aspects of product development
- K21 impact of customer requirements on production
- K22 compatibility of machine and product
- K23 organisational procedures for sample production
- K24 sample costing methods
- K25 sample development methods
- K26 content of a sample specification
- K27 alternative methods of production
- K28 ways of adjusting specifications within machine capabilities and cost constraints
- K29 the importance of achieving quality and its relation to the end user/customer
- K30 safe working practices and organisational procedures
- K31 limits of your own responsibility
- K32 ways of resolving with problems within the work area
- K33 the production process and how your specific work activities relate to the whole process
- K34 the importance of effective communication with colleagues
- K35 the lines of communication, authority and reporting procedures
- K36 the organisation's rules, codes and guidelines (including timekeeping)
- K37 the companies quality standards
- K38 the types of records kept, how are they completed and the importance of keeping them accurate
- K39 the importance of complying with written instructions
- K40 equipment operating procedures / manufacturers' instructions
- K41 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX29 – Contribute to product development

### Overview:

This standard is for those who are involved in the development process of new or adapted products by carrying out preliminary product development activities, contributing to prototype production and finalising the product.

The job role may involve:

1. research for relevant information about trends and products
2. developing product briefs and prototype product specifications
3. selecting materials, components, machinery and equipment
4. pilot testing the product
5. assessing the product against specifications

### Performance Criteria:

- P1 receive brief and specifications and interpret them accurately
- P2 conduct market research
- P3 evaluate the results of the research relevant to the proposed product
- P4 make recommendations and seek approval to proceed to develop the product
- P5 collate relevant information and contribute to the development of a product brief
- P6 contribute to prototype product specifications
- P7 recommend materials, components, machinery and equipment to be used in prototype production
- P8 contribute to the production of the prototype product
- P9 contribute to testing the prototype product and evaluating test results
- P10 recommend corrective action to resolve problems which occur during prototype production
- P11 assess the prototype product against specification
- P12 make amendments to the prototype, specification or production process to achieve the required result
- P13 ensure product meets costing and commercial requirements
- P14 record and store amendments to the specification accurately
- P15 present the results of processing and testing
- P16 contribute to the review of the product and production process
- P17 contribute to the development quality requirements
- P18 make recommendations for sourcing components and materials
- P19 contribute to a final product specification
- P20 seek final approval of the product
- P21 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to interpret and make use of the information detailed in brief, specifications/work instructions
- K3 how to research trends, materials development and market influences
- K4 sources of records, archives and sample libraries and how to make effective use of them
- K5 how to interpret a design brief and customer requirements
- K6 production processes and machine capabilities
- K7 materials and their characteristics
- K8 how to establish the fitness for purpose of the textile product
- K9 the construction of textile products
- K10 how to analyse and assess samples
- K11 how to maintain records
- K12 roles and responsibilities of self and others in the product development process

- K13 organisational guidelines for conducting pre-production trials and tests
- K14 types of records required
- K15 roles and responsibilities of those involved in trials
- K16 methods of evaluating trial results
- K17 methods of improving production efficiency
- K18 quality assurance procedures
- K19 limits and criticalities of machine settings
- K20 sources of information on machinery and process developments
- K21 stages in the manufacturing process
- K22 content of a pre-production specification
- K23 critical path during the pre-production process
- K24 the importance of achieving quality and its relation to the end user / customer
- K25 safe working practices and organisational procedures
- K26 limits of your own responsibility
- K27 ways of resolving with problems within the work area
- K28 the production process and how your specific work activities relate to the whole process
- K29 the importance of effective communication with colleagues
- K30 the lines of communication, authority and reporting procedures
- K31 the organisation's rules, codes and guidelines (including timekeeping)
- K32 the companies quality standards
- K33 the types of records kept, how are they completed and the importance of keeping them accurate
- K34 the importance of complying with written instructions
- K35 equipment operating procedures / manufacturers' instructions
- K36 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX30 – Develop designs for textile products

### Overview:

This standard is for those who develop designs for textile products from initial conception to final sample; identifying customer requirements; developing the design sample and finalising the design.

The job role may involve:

1. interpreting customer's requirements
2. working to a design brief
3. producing a visual interpretation of the design
4. identifying cost-effective methods of producing the first sample
5. producing samples and specifications as required

### Performance Criteria:

- P1 receive brief, specifications and work information and interpret them accurately
- P2 identify and assess customer requirements
- P3 research alternatives for realising customer requirements
- P4 develop the initial design concept incorporating customer requirements
- P5 research sources of supply of materials and components
- P6 select suitable materials and components and ensure adequate availability
- P7 consider cost constraints on the design
- P8 produce a visual interpretation of the design
- P9 agree a cost-effective method of producing the design sample
- P10 seek customer approval for visual interpretation of the design
- P11 produce accurate information and prototype design specification for sample production
- P12 monitor the development of samples
- P13 ensure the sample meets the specification requirements
- P14 identify design or specification modifications required and seek approval
- P15 ensure samples are tested to meet customer requirements
- P16 identify the approved sample and store it in the agreed place
- P17 contribute to customer approval procedures
- P18 informing the relevant people when the design is approved
- P19 ensure that approved samples and final specifications are complete, accurately identified and available to the appropriate people
- P20 ensure customer sampling requirements are met within agreed timescales
- P21 record the customer requirements and the design development process
- P22 complete and safely store specifications and sample products in the agreed place in accordance with approved procedures

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to interpret and make use of the work brief/ specifications/ information
- K3 how to research design trends, competitor markets and market developments
- K4 sources of records, archives and sample libraries and how to make effective use of them
- K5 how to interpret a design brief and customer requirements
- K6 relevant data and how to use them
- K7 sources of information regarding legislative requirements
- K8 production processes and machine capabilities
- K9 materials and their characteristics
- K10 customer pricing structures and policies
- K11 how to establish the fitness for purpose of the textile product
- K12 the construction of textile products

- K13 types of visual interpretation
- K14 the types of records kept, how are they completed, maintained and the importance of keeping them accurate
- K15 customer sampling procedures
- K16 customer approval procedures
- K17 the importance of achieving quality and its relation to the end user / customer
- K18 safe working practices and organisational procedures
- K19 limits of your own responsibility
- K20 ways of resolving with problems within the work area
- K21 the production process and how your specific work activities relate to the whole process
- K22 the importance of effective communication with colleagues
- K23 the lines of communication, authority and reporting procedures
- K24 the organisation's rules, codes and guidelines (including timekeeping)
- K25 the companies quality standards
- K26 the types of records kept, how are they completed and the importance of keeping them accurate
- K27 the importance of complying with written instructions
- K28 equipment operating procedures / manufacturers' instructions
- K29 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX31 – Develop colour recipes for initial colour samples

### Overview:

This standard is for those who develop colour recipes and samples including making colour assessments, formulating a trial recipe and producing initial colour sample.

The job role may involve:

1. assessing customer requirements
2. using colour matching procedures
3. selecting suitable colorants for the substrates
4. establishing colourfastness
5. formulating trial recipes
6. producing the sample

### Performance Criteria:

- P1 receive work instructions and specifications and interpret them accurately
- P2 assess customer requirements against production facilities
- P3 match colours against customer standards using appropriate colour matching methods
- P4 select colorants suitable for the substrate
- P5 establish colour fastness and consistency in different types of light
- P6 collect and evaluate colour
- P7 make and record the colour assessment
- P8 assess relevant technical information
- P9 formulate a trial colour recipe
- P10 select colorants and auxiliary materials suitable for the substrate and end use of the product
- P11 select coloration equipment
- P12 identify a sample production cycle which is compatible with bulk production methods
- P13 produce an initial colour sample
- P14 assess shade requirements and substrate characteristics
- P15 confirm that the nature and condition of substrate are suitable for processing
- P16 assess the sample produced against the required standard using relevant colour matching methods
- P17 make adjustments as necessary to achieve the required shade
- P18 produce accurate and complete coloration instructions
- P19 seek customer approval
- P20 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 how to assess customer requirements
- K4 how to make use of the information detailed in specifications and instructions
- K5 how to carry out sample preparation for visual and instrumental measurement and assessment
- K6 production capacities and capabilities
- K7 colour matching methods
- K8 characteristics of colour reference systems and their use
- K9 use of assessment instruments
- K10 sources and nature of colour libraries and their use
- K11 critical factors used in the selection of colorants
- K12 how to evaluate the condition of the substrate
- K13 how to formulate recipes and adjust formulations to achieve the required shade and

- characteristics
- K14 coloration systems and process routes
- K15 machine characteristics and capabilities
- K16 properties of dyestuffs
- K17 types of auxiliary materials and their use
- K18 the characteristics of different types of finishing and after treatments and their effect on coloration
- K19 the behaviour of substrates during processing and their effect on dyestuffs
- K20 working practices which conform to environmental legislation
- K21 types of waste and safe methods of disposal
- K22 bulk processing methods
- K23 coloration equipment used for sampling procedures and how it relates to bulk production methods
- K24 how to calculate accurate measures for dyes and auxiliaries
- K25 types of records to be kept
- K26 the costs of substrates, colorants and auxiliary materials and their effect on production
- K27 sample approval methods
- K28 the importance of achieving quality and its relation to the end user/customer
- K29 safe working practices and organisational procedures
- K30 limits of your own responsibility
- K31 ways of resolving with problems within the work area
- K32 the production process and how your specific work activities relate to the whole process
- K33 the importance of effective communication with colleagues
- K34 the lines of communication, authority and reporting procedures
- K35 the organisation's rules, codes and guidelines (including timekeeping)
- K36 the companies quality standards
- K37 the types of records kept, how are they completed and the importance of keeping them accurate
- K38 the importance of complying with written instructions
- K39 equipment operating procedures / manufacturers' instructions
- K40 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX32 – Prove colour recipes for bulk production

### Overview:

This standard is for those who prove the recipe ready for bulk production and includes selecting suitable dyestuffs and auxiliaries, producing a pre-bulk colour sample and testing the formulation against customer requirements.

The job role may involve:

1. scaling up quantities accurately
2. making adjustments to the formulation
3. establishing quality requirements
4. contributing to production specifications
5. producing the pre-bulk colour sample

### Performance Criteria:

- P1 receive work instructions and specifications and interpret them accurately
- P2 select suitable processing methods
- P3 assess machine processing capabilities
- P4 establish quality requirements
- P5 assess the substrate and take remedial action if required
- P6 select compatible dyestuffs and auxiliary materials
- P7 scale up the quantities of materials accurately in the specified proportions
- P8 assess the sample against specifications
- P9 make the necessary adjustments to achieve shade
- P10 confirm the formulation
- P11 assess and select test methods
- P12 ensure that bulk production conditions meet specification
- P13 confirm that tests are complete and
- P14 complete instructions for production accurately
- P15 present results to customer and obtain customer approval
- P16 scale up quantities accurately
- P17 complete formulation records
- P18 compile production specification from collated information
- P19 incorporate operating procedures into the specification
- P20 compile instructions which incorporate all relevant information
- P21 incorporate relevant quality assurance procedures into the production specification
- P22 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 how to make use of the information detailed in specifications and instructions
- K4 machine processing capabilities
- K5 condition of substrate and types of remedial action to be taken when necessary
- K6 sample preparation for visual and instrumental measurement and assessment
- K7 critical factors in selection of dyestuffs and auxiliary materials
- K8 colour matching methods and samples reaction to different light sources
- K9 how to scale up dyestuffs and auxiliary materials
- K10 procedures for evaluating samples
- K11 preparation of production instructions
- K12 types of tests available
- K13 testing procedures
- K14 importance of testing for fastness, shade and end use

- K15 how formulations are determined and costed
- K16 adjustments that can be made to achieve customer requirements
- K17 customer approval procedures
- K18 types of records
- K19 how to establish standard operating procedures for selected processes
- K20 quality assurance systems and procedures
- K21 capacities and capabilities of bulk production machinery
- K22 the importance of achieving quality and its relation to the end user/customer
- K23 safe working practices and organisational procedures
- K24 limits of your own responsibility
- K25 ways of resolving with problems within the work area
- K26 the production process and how your specific work activities relate to the whole process
- K27 the importance of effective communication with colleagues
- K28 the lines of communication, authority and reporting procedures
- K29 the organisation's rules, codes and guidelines (including timekeeping)
- K30 the companies quality standards
- K31 the types of records kept, how are they completed and the importance of keeping them accurate
- K32 the importance of complying with written instructions
- K33 equipment operating procedures / manufacturers' instructions
- K34 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX33 – Develop finishing processes and produce samples

### Overview:

This standard is for those who develop finishing processes and produce samples. This includes conducting trials, developing finishing processes and assessing finished samples.

The job role may involve:

1. identifying finishing processes and methods
2. selecting the appropriate equipment
3. formulating trial routines

### Performance Criteria:

- P1 receive work instructions and specifications and interpret them
- P2 establish customer requirements
- P3 assess requirements against production facilities
- P4 establish quality requirements
- P5 assess relevant technical information to formulate production process
- P6 assess suitable process methods and cycles for bulk production
- P7 check that the substrate is suitable for processing
- P8 confirm that the nature and condition of the substrate are suitable for processing
- P9 select suitable dyestuffs and auxiliary materials
- P10 scale up quantities accurately
- P11 select appropriate test methods
- P12 identify the most appropriate production processes to achieve customer requirements
- P13 make adjustments to the formulation as required
- P14 contribute to the production specification and instructions
- P15 select suitable finishing processes for the substrate and end uses
- P16 select finishing equipment which is compatible with bulk production methods
- P17 complete finishing instructions accurately and supply them to the appropriate people
- P18 assess the sample produced against the required standard
- P19 make adjustments as necessary to achieve requirements
- P20 seek customer approval as appropriate
- P21 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 how to establish customer requirements
- K4 finishing systems and bulk production methods
- K5 methods of formulating production routines based on machine capabilities
- K6 how to achieve end-product characteristics
- K7 substrate types and their characteristics
- K8 condition of substrate and types of remedial action to be taken when necessary
- K9 sample preparation for visual and instrumental measurement and assessment
- K10 procedures for evaluating samples
- K11 chemicals used and their effect on finishing processes
- K12 critical factors in selection of finishes and auxiliary materials
- K13 how to scale up finishes and auxiliary materials
- K14 sampling procedures
- K15 equipment used to produce samples
- K16 adjustments to achieve cost-effective finishing specification
- K17 customer specifications
- K18 sample approval procedures

- K19 types of records, how to complete them and why they are important
- K20 the importance of achieving quality and its relation to the end user / customer
- K21 safe working practices and organisational procedures
- K22 limits of your own responsibility
- K23 ways of resolving with problems within the work area, and within limits of personal responsibility
- K24 the production process and how your specific work activities relate to the whole process
- K25 the importance of effective communication with colleagues
- K26 the lines of communication, authority and reporting procedures
- K27 the organisation's rules, codes and guidelines (including timekeeping)
- K28 the companies quality standards
- K29 the types of records kept, how are they completed and the importance of keeping them accurate
- K30 the importance of complying with written instructions
- K31 equipment operating procedures / manufacturers' instructions
- K32 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX34 – Prove finishing routines for bulk production

### Overview:

This standard is for those who work with processes and are involved in producing a finished sample prior to bulk production.

The job role may involve:

1. producing a pre-production finish sample
2. testing processing methods against customer requirements
3. establishing quality requirements
4. making adjustments to formulations
5. contributing to the production specification

### Performance Criteria:

- P1 receive work instructions and specifications and interpret them accurately
- P2 establish quality requirements
- P3 assessment machine processing capabilities against requirements
- P4 select suitable processing methods
- P5 assess the substrate for or process suitability and take remedial action if required
- P6 select suitable dyestuffs and auxiliary materials
- P7 scale up quantities accurately
- P8 selecting relevant test methods to ensure the sample meets requirements
- P9 carry out tests in bulk production conditions
- P10 make adjustments to the formulation as required
- P11 contribute to the production specification and instructions
- P12 select finishing methods to meet requirements
- P13 assess the sample against customer specifications and making the necessary adjustments to achieve shade
- P14 present results to customer and obtain customer approval within the required timescale
- P15 compile instructions for production which incorporate all relevant information
- P16 complete formulation records accurately
- P17 incorporate relevant standard operating and quality assurance procedures into the specification
- P18 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 machine and equipment processing capabilities
- K4 condition of substrate and types of remedial action to be taken when necessary
- K5 testing procedures
- K6 condition of substrate and the implications of unsuitable substrates
- K7 meaning and use of finishing terminology
- K8 procedures for evaluating samples
- K9 critical factors in selection of finishing agents and auxiliary materials
- K10 how to scale up finishing agents and auxiliary materials to meet production requirements
- K11 types of tests available
- K12 importance of testing
- K13 how finishing methods are determined
- K14 adjustments that can be made to achieve customer requirements
- K15 customer approval procedures
- K16 how to establish standard operating procedures
- K17 irregularities in processes and how to deal with them

- K18 quality assurance systems
- K19 capacities and capabilities of bulk production machinery
- K20 types of records, how to complete them and why they are important
- K21 the importance of achieving quality and its relation to the end user/customer
- K22 safe working practices and organisational procedures
- K23 limits of your own responsibility
- K24 ways of resolving with problems within the work area
- K25 the production process and how your specific work activities relate to the whole process
- K26 the importance of effective communication with colleagues
- K27 the lines of communication, authority and reporting procedures
- K28 the organisation's rules, codes and guidelines (including timekeeping)
- K29 the companies quality standards
- K30 the types of records kept, how are they completed and the importance of keeping them accurate
- K31 the importance of complying with written instructions
- K32 equipment operating procedures / manufacturers' instructions
- K33 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX35 – Control textile testing procedures

### Overview:

This standard is for those who plan and monitor test procedures, and validate and present test results.

The job role may involve:

1. selecting and monitoring testing routines
2. dealing with abnormal occurrences
3. evaluating and validating test results
4. presenting test results
5. making recommendations

### Performance Criteria:

- P1 receive instructions / specifications / samples for testing and interpret them accurately
- P2 select textile testing routines
- P3 plan and prioritise testing routines
- P4 ensure environmental, health and safety requirements are met
- P5 ensure equipment is within calibration and maintain calibration records
- P6 carry out textile testing routines
- P7 ensure test procedures are followed accurately to meet customer requirements
- P8 monitor testing routines
- P9 apply approved tolerances using approved interpretive techniques when required
- P10 deal with abnormal occurrences
- P11 identify and organise additional testing as required
- P12 dispose of waste in accordance with organisational procedures
- P13 analyse test results
- P14 ensure results are valid and reliable
- P15 check data against required outcomes
- P16 identify deviations and investigate problems
- P17 recommend corrective action as required
- P18 ensure valid conclusions are drawn from processed data
- P19 complete reports and make recommendations in the required format
- P20 complete and store accurate records and documentation
- P21 present results to the appropriate people within agreed timescales

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 how to make use of the information detailed in specifications, samples and instruction
- K4 principles and purpose of testing
- K5 selection of appropriate testing methods and appropriate testing equipment
- K6 methods of controlling variables
- K7 health, safety and environmental requirements and procedures for testing
- K8 ways of ensuring the serviceability of equipment and action to take when it is defective
- K9 sample identification
- K10 how to check the integrity of the sample
- K11 methods of safe storage
- K12 types of abnormal occurrence and how to deal with them
- K13 how to identify and validate data to required levels of accuracy
- K14 required units of measurement
- K15 statistical and mathematical techniques applicable to data
- K16 tolerance limits of results

- K17 methods of dealing with deviations and procedures for correcting data
- K18 how to recognise anomalies in data against standard operating procedures
- K19 appropriate interpretative techniques
- K20 procedures for recording, storing and retrieving data
- K21 reporting procedures and report writing techniques
- K22 types of records, how to complete them and why they are important
- K23 the importance of achieving quality and its relation to the end user/customer
- K24 safe working practices and organisational procedures
- K25 limits of your own responsibility
- K26 ways of resolving with problems within the work area
- K27 the production process and how your specific work activities relate to the whole process
- K28 the importance of effective communication with colleagues
- K29 the lines of communication, authority and reporting procedures
- K30 the organisation's rules, codes and guidelines (including timekeeping)
- K31 the companies quality standards
- K32 the types of records kept, how are they completed and the importance of keeping them accurate
- K33 the importance of complying with written instructions
- K34 equipment operating procedures / manufacturers' instructions
- K35 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX36 – Calibrate textile production equipment

### Overview:

This standard is for those who carry out routine calibrations at prescribed intervals in order to keep equipment in calibration.

The job role will involve:

1. performing calibration
2. identifying and dealing with calibration problems
3. recording calibration

### Performance Criteria:

- P1 conduct routine calibration at prescribed intervals
- P2 maintain calibration equipment in working order
- P3 interpret calibration results and decide if equipment remains serviceable
- P4 inform relevant personnel if calibration reveals results that are not within specified operational limits
- P5 inform others in the event of equipment being out of calibration
- P6 label equipment that is out of collaboration clearly and accurately to indicate status
- P7 taking appropriate action in the event of an abnormal occurrence or malfunction
- P8 minimise hazards, loss of materials or data and adverse effects of equipment being out of calibration
- P9 identify the factors affecting the performance of calibrated equipment
- P10 identify equipment which cannot be calibrated to standard operating specifications and labelling them appropriately
- P11 inform others of equipment which cannot be calibrated
- P12 clean, store and dispose calibration equipment and materials according to standard operating procedures
- P13 update calibration records accurately and legibly
- P14 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 integrity of calibration equipment and materials in terms of;
  - K3.1 reference against methods and internal and external standards
  - K3.2 traceability
  - K3.3 verification
  - K3.4 valid certification
  - K3.5 storage and handling conditions
- K4 appropriate marking requirements for calibration equipment and materials
- K5 potential impact of non-conformance
- K6 key features of traceability
- K7 acceptable tolerances
- K8 units of measurement
- K9 actions available in the event of abnormal occurrences
- K10 appropriate action in the event of non-calibration including;
  - K10.1 referral to an internal standards organisation
  - K10.2 replacement
  - K10.3 arrangement for repair
  - K10.4 disposal
- K11 principles of calibration

- K12 importance of calibration
- K13 calibration requirements
- K14 appropriate calibration procedures and routines
- K15 labelling systems and their implications
- K16 cleaning materials and methods
- K17 methods of recording calibration status
- K18 ways of ensuring controlled conditions for calibration
- K19 ways of ensuring the integrity of standards being used in calibration
- K20 procedures for recording, storing and retrieving data
- K21 reporting procedures and report writing techniques
- K22 the importance of achieving quality and its relation to the end user/customer
- K23 safe working practices and organisational procedures
- K24 limits of your own responsibility
- K25 ways of resolving with problems within the work area, and within limits of personal responsibility
- K26 the production process and how your specific work activities relate to the whole process
- K27 the importance of effective communication with colleagues
- K28 the lines of communication, authority and reporting procedures
- K29 the organisation's rules, codes and guidelines (including timekeeping)
- K30 the companies quality standards
- K31 the types of records kept, how are they completed and the importance of keeping them accurate
- K32 the importance of complying with written instructions
- K33 equipment operating procedures / manufacturers' instructions
- K34 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX37 – Manufacture of needle punched Nonwoven materials

### Overview:

This standard is for those who are responsible for the manufacture of needle punched Nonwoven materials.

The job role may involve:

1. preparing for processing
2. manufacturing products to specification
3. following approved work methods
4. meeting quality and quantity requirements

### Performance Criteria:

- P1 receive instructions / specifications / samples for testing and interpret them accurately
- P2 keeping the work area clean and safe
- P3 organise work area to meet production requirements
- P4 ensure equipment and machinery is in good working order and ready for use within your own areas of responsibility
- P5 ensure materials match the docket / ticket
- P6 select the correct fibre / composition
- P7 ensure the fibres to be used are protected from dirt and damage
- P8 ensure given materials are carded to right specification
- P9 use correct needles for fibres
- P10 use the correct single or double needle bed for resultant material
- P11 set machine correctly to meet required fabric specification
- P12 ensure the correct speed of material delivery of material to feed components
- P13 use the approved working methods for the manufacturing process safely
- P14 process materials to the required quality and quantity
- P15 check production against specification
- P16 check weight of produced fabric
- P17 identify problems with materials, equipment and machinery and take relevant action
- P18 handle products with care in accordance with agreed procedures
- P19 receive, use and provide relevant information at appropriate times during the production cycle, e.g.; production efficiency, fibre/needle breakages
- P20 regulate the process of adding additional additives for bonding or performance processes
- P21 keep downtime and wastage to a minimum
- P22 report any problems in production promptly to the right person
- P23 label the manufactured product clearly
- P24 forward the labelled manufactured product according to instructions
- P25 confirming that the finished product is correct to specification
- P26 record fabric details for future reference following agreed procedures
- P27 complete and store accurate records and documentation
- P28 identify and isolate imperfect fabric following agreed procedures
- P29 identify and isolate broken needles following agreed procedures
- P30 removal of fabric in a correct manner to ensure seamless loading onto machine
- P31 forward finished fabric to be stored in the agreed location following approved procedures
- P32 use cleaning equipment and materials safely
- P33 ensure dust filters are maintained
- P34 observe static electricity levels and humidity levels
- P35 complete takeover operations / shift change according to agreed procedures

### Knowledge and Understanding:

- K1 the importance of keeping the work area and equipment clean and free from waste, and

- cross contamination of yarn fibres
- K2 how to receive work instructions and specifications and interpret them accurately
- K3 how to make use of the information detailed in specifications and instructions
- K4 the importance of keeping the work area and equipment clean and free from waste, and cross contamination of yarn fibres
- K5 the ability to remove the fly from machine and carding machine to prevent cross contamination and clogging
- K6 the types of cleaning equipment and materials used and routine cleaning procedures and their importance
- K7 the types of daily upkeep of machinery and equipment within the limits of own responsibility
- K8 ability to ensure machine parameters can meet given production specification
- K9 how the supply of materials is maintained and how they are checked against specification
- K10 the information provided by work instructions and specifications
- K11 an understanding of the production process
- K12 what checks are done on equipment and machinery
- K13 the types of problems which occur with materials and equipment and the action to take
- K14 understand implications of the use of wrong needles and breakages in end fabric
- K15 ability to produce and understand technical records and identify potential problems
- K16 understanding limits of own responsibility for taking action and report procedures
- K17 understand causes of lost production and material wastage
- K18 ensuring quality is achieved and its relation to the end user/customer is understood
- K19 the types of records kept and exchanged at start up or changeover
- K20 procedures for recording, storing and retrieving data
- K21 reporting procedures and report writing techniques
- K22 the importance of achieving quality and its relation to the end user / customer
- K23 safe working practices and organisational procedures
- K24 limits of your own responsibility
- K25 ways of resolving with problems within the work area
- K26 the production process and how your specific work activities relate to the whole process
- K27 the importance of effective communication with colleagues
- K28 the lines of communication, authority and reporting procedures
- K29 the organisation's rules, codes and guidelines (including timekeeping)
- K30 the companies quality standards
- K31 the types of records kept, how are they completed and the importance of keeping them accurate
- K32 the importance of complying with written instructions
- K33 equipment operating procedures / manufacturers' instructions
- K34 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX38 – Receive, store and issue raw yarn / material

### Overview:

This standard is for those who receive, store and issue the raw material yarn.

The job role may involve:

1. receiving the yarn delivery
2. checking of the yarn
3. storing the yarn
4. issuing yarn to the knitting operation

### Performance Criteria:

- P1 organise and prepare for receipt of yarn delivery
- P2 ensure equipment is in good working order in preparation of delivery
- P3 receive yarn delivery and check the delivery document
- P4 handle yarn with care and in accordance with agreed procedures
- P5 record and 'book in' yarn in that has been delivered
- P6 identify yarn characteristics
- P7 identify and isolate imperfect yarn following agreed procedures
- P8 ensure all boxes are labelled with correct internal labels
- P9 store the yarn in the correct location ensuring it is free from potential damage in yarn stores and knitting department
- P10 organise and prepare yarn for distribution
- P11 supply knitting operations with the correct yarns in the correct bays
- P12 record 'booked out' yarn once issued to the knitting operation
- P13 inform the yarn buyer of any non-conformances with yarn received
- P14 complete stock takes when required
- P15 keep work and storage area clean, tidy and free from hazards
- P16 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 the principles of knitting
- K4 work procedures and operations
- K5 how to interpret delivery documentation
- K6 manual handling and lifting procedures
- K7 checks needed to ensure correct yarn count is correct for quantity and quality
- K8 yarn characteristics
- K9 methods required to ensure yarn is handled and stored correctly
- K10 how to book in and locate yarn to correct location
- K11 how to identify knitting operation yarn requirements and ensure the correct yarns are issued
- K12 how to book out yarn used by the knitting operation
- K13 how to complete stock checks
- K14 importance of maintaining a clean and safe work area
- K15 the garment / fabric manufacturing process
- K16 the principles of team work
- K17 safe working practices and organisational procedures
- K18 limits of your own responsibility
- K19 ways of resolving with problems within the work area
- K20 the production process and how your specific work activities relate to the whole process
- K21 the importance of effective communication with colleagues

- K22 the lines of communication, authority and reporting procedures
- K23 the organisation's rules, codes and guidelines (including timekeeping)
- K24 the companies quality standards
- K25 the types of records kept, how are they completed and the importance of keeping them accurate
- K26 the importance of complying with written instructions
- K27 equipment operating procedures / manufacturers' instructions
- K28 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX39 – Manufacture finished yarn bobbins / cones

### Overview:

This standard is for those who select and prepare the raw material yarn and carry out operations to produce a finished bobbin of yarn.

The job role may involve:

1. selecting the required yarn
2. preparing the yarn
3. ensuring the correct yarn / correct count is used
4. preparatory operations to produce yarn bobbin

### Performance Criteria:

- P1 receive and interpret instructions and product specifications for each package of yarns
- P2 receive and interpret instructions and product specifications for each
- P3 keep the work area clean, safe and free from obstruction
- P4 organise the work to meet yarn preparation requirements
- P5 check that equipment and tools are in good working order and are ready for use in accordance with agreed procedures
- P6 identify and select the type of yarn identified on the work ticket (e.g. composition / count / colour)
- P7 identify the difference between yarn characteristics
- P8 identify the yarn count and twist required
- P9 twist an adequate amount of yarn
- P10 protect yarns from dirt and damage
- P11 report any faults to the right person
- P12 prepare the bobbins / cones for use
- P13 place the correct amount of twisted yarn required onto each bobbin
- P14 label each bobbin / cone clearly
- P15 confirm and record the finished product is correct to specification
- P16 identify and isolate imperfect yarn following agreed procedures
- P17 handle all products with care in accordance with agreed procedures
- P18 store the bobbins / cones correctly
- P19 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 the principles of knitting
- K4 the checks needed to ensure yarn for production is correct for quality and quantity
- K5 basic characteristics of yarn and their effect on production
- K6 how to protect products from damage and contamination during production
- K7 how to report products which do not conform to specification and to whom
- K8 the importance of manual dexterity and attention to detail
- K9 how to keep records correctly and pass onto subsequent processing stage
- K10 the importance of accurate stock yarn records, and the process of processing residue yarn
- K11 yarn tension and how to adjust it to specification
- K12 correct labelling of bobbins of yarn
- K13 the garment / fabric manufacturing process
- K14 safe working practices and organisational procedures
- K15 limits of your own responsibility
- K16 ways of resolving with problems within the work area

- K17 the production process and how your specific work activities relate to the whole process
- K18 the importance of effective communication with colleagues
- K19 the lines of communication, authority and reporting procedures
- K20 the organisation's rules, codes and guidelines (including timekeeping)
- K21 the companies quality standards
- K22 the types of records kept, how are they completed and the importance of keeping them accurate
- K23 the importance of complying with written instructions
- K24 equipment operating procedures / manufacturers' instructions
- K25 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX40 – Prepare / thread the yarn for warp knitting

### Overview:

This standard is for those who carry out essential preparatory operations prior to starting the warp knitting process.

The job role may involve:

1. preparing the warp beam
2. preparing the creel
3. preparing machinery for work operations
4. gathering appropriate resources and ensuring equipment is in good order to meet docket specification

### Performance Criteria:

- P1 receive and correctly interpret work instructions
- P2 obtain the required resources and check that resources are sufficient and meet specification
- P3 protect resources from damage and contamination
- P4 ensure equipment is ready for use
- P5 take appropriate action when resources and equipment do not meet requirements
- P6 arrange resources and equipment to ensure efficient operations
- P7 certify correct sett loaded before warp drawn and to correctly draw ends in
- P8 ensure that the creel, machine and any other equipment are clean and ready for use
- P9 ensure the correct yarn is selected
- P10 remove any existing yarn on the creel
- P11 plan the creel in sections according to the number of guide bars being used
- P12 thread the correct number of bobbins in the order specified for each guide bar
- P13 draw the warps in the correct order to the correct set of rollers and thread following the specified warp path
- P14 thread the guide bars in accordance with the pattern specified
- P15 ensure correct endage of section / tape is achieved
- P16 forward warp sheet safely to next location
- P17 ensure new beam is efficiently loaded onto loom
- P18 keep the work area clean and safe throughout operations
- P19 prepare the area to ensure efficiency during the next stage of work operations
- P20 carry out any other required preparation activities
- P21 identify problems address them within the limits of own responsibility
- P22 inform the relevant person of problems encountered
- P23 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 ways of planning work activities to maintain continuity of operations
- K4 the principles of knitting
- K5 work operations to be followed
- K6 the importance of manual dexterity and attention to detail
- K7 preparation activities prior to work operations
- K8 characteristics of yarn (count, gauge, elasticity, material) and how to handle them
- K9 capabilities of equipment to be used and actions to be taken when it does not conform to specification
- K10 yarn properties and their effect on the warp beam (i.e. twist level, direction, liveliness, tension etc.)

- K11 importance of maintaining a clean and safe work area
- K12 how to clean the creel sufficiently to prevent contamination
- K13 how to thread guide bars to meet specification
- K14 threading up techniques according to machine type
- K15 how to plan threading up plans correctly
- K16 the garment / fabric manufacturing process
- K17 relate quality to end user / customer
- K18 the importance of teamwork
- K19 how specific work activities, relates to the whole manufacturing operation
- K20 safe working practices and organisational procedures
- K21 limits of your own responsibility
- K22 ways of resolving with problems within the work area
- K23 the production process and how your specific work activities relate to the whole process
- K24 the importance of effective communication with colleagues
- K25 the lines of communication, authority and reporting procedures
- K26 the organisation's rules, codes and guidelines (including timekeeping)
- K27 the companies quality standards
- K28 the types of records kept, how are they completed and the importance of keeping them accurate
- K29 the importance of complying with written instructions
- K30 equipment operating procedures / manufacturers' instructions
- K31 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX41 – Prepare / thread the yarn for weft / circular knitting

### Overview:

This standard is for knitting technicians who carry out essential preparatory operations prior to starting the weft knitting process or between style changes.

The job role may involve:

1. checking the machine prior to operation
2. threading the weft / yarn
3. preparing the machine for operation
4. setting up the machine for knitting

### Performance Criteria:

- P1 receive and correctly interpret instructions
- P2 obtain the required resources and check that resources are sufficient and meet specification i.e. materials, specifications and programs
- P3 take appropriate action when resources and equipment do not meet requirements
- P4 protect resources from damage and contamination
- P5 arrange resources and equipment to ensure efficient operations
- P6 ensure the machine and any other equipment are clean and ready for use
- P7 selected the correct yarn
- P8 remove any existing yarn from the machine
- P9 plan the order in which the weft/s are to be threaded
- P10 thread the weft following the specified path / as per specification
- P11 thread the correct yarn in the specified feeder/s
- P12 load the correct program into the knitting machine
- P13 knit first product / sample off machine and check for correct measurements
- P14 adjust yarn tension at creel or other location as required
- P15 gain machine sign off prior to knitting
- P16 identify problems address them within the limits of own responsibility
- P17 inform the relevant person of problems encountered
- P18 keep the work area clean and safe throughout the operation
- P19 prepare the area to ensure efficiency during the next stage of work operations
- P20 carry out any other required preparation activities
- P21 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 ways of planning work activities to maintain continuity of operations
- K4 the principles of knitting
- K5 work operations to be followed
- K6 the importance of manual dexterity and attention to detail
- K7 preparation activities prior to work operations
- K8 characteristics of yarn (count, gauge, elasticity, material) and how to handle them
- K9 capabilities of equipment to be used and actions to be taken when it does not conform to specification
- K10 how to interpret weft knitting docket / specification
- K11 importance of maintaining a clean and safe work area
- K12 how to thread guide bars to meet specification
- K13 how to adjust yarn tension on the creel
- K14 tensioning devices used and how to adjust them
- K15 the garment / fabric manufacturing process

- K16 threading up techniques according to machine type
- K17 how to plan threading up plans correctly
- K18 relate quality to end user / customer
- K19 the importance of teamwork
- K20 how specific work activities, relates to the whole manufacturing operation
- K21 safe working practices and organisational procedures
- K22 limits of your own responsibility
- K23 ways of resolving with problems within the work area
- K24 the production process and how your specific work activities relate to the whole process
- K25 the importance of effective communication with colleagues
- K26 the lines of communication, authority and reporting procedures
- K27 the organisation's rules, codes and guidelines (including timekeeping)
- K28 the companies quality standards
- K29 the types of records kept, how are they completed and the importance of keeping them accurate
- K30 the importance of complying with written instructions
- K31 equipment operating procedures / manufacturers' instructions
- K32 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSTEX42 – Manufacture knitted textiles (warp, weft and circular)

### Overview:

This standard is for those knitters who knit textile fabrics or garments (flat or fully fashioned) using warp knitting, weft knitting or (fine gauge) circular knitting machinery.

The job role may involve:

1. preparing for the knitting process
2. manufacturing products
3. keeping the work area safe and clean

### Performance Criteria:

- P1 receive and correctly interpret instructions / customer design / requests
- P2 select the required resources and check that resources are sufficient and meet specification
- P3 take appropriate action when yarns, machine or products do not meet requirements
- P4 protect resources from damage and contamination
- P5 organise resources, equipment and work area to ensure efficient operations and in accordance with specified procedures
- P6 ensure yarn being used is correct as specified on knitting specification/style card
- P7 check equipment and machinery is in good working order and ready for use
- P8 ensure machine is threaded correctly
- P9 programme machine, if applicable
- P10 read and correctly interpret the knitting chart
- P11 set tension and adjust as necessary for each section (fully fashioned knitting only)
- P12 knit products and fabrics to the required quality and quantity using approved working methods
- P13 follow approved work methods
- P14 maintain the flow of production
- P15 keep stock of material supplies
- P16 check knitted samples against specification
- P17 adjust processing parameters following feedback from product checks against specification
- P18 bundle components correctly for make-up, if applicable
- P19 detect faults in knitted products and repair where possible
- P20 report faults which cannot be repaired to the appropriate person
- P21 identify problems with yarns, equipment, machinery and take relevant action
- P22 report any problems to the correct person
- P23 receive, use and provide relevant information at appropriate times during production
- P24 keep the work area clean and safe throughout the operation
- P25 complete production records promptly and accurately
- P26 carry out daily upkeep of machinery and equipment
- P27 check safety devices / guards as required
- P28 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 ways of planning work activities to maintain continuity of operations
- K4 the principles of knitting
- K5 work operations to be followed
- K6 the importance of manual dexterity and attention to detail
- K7 knitting terminology (knit, miss tuck etc.)

- K8 preparation activities prior to work operations (preparing bobbins, creels, beams as appropriate)
- K9 characteristics of yarns (count, gauge, elasticity, material) and how to handle them
- K10 how to report non-conforming yarns
- K11 capabilities of machinery to be used and actions to be taken when it does not conform
- K12 fault identification
- K13 the records to be kept or exchanged at handover
- K14 internal and external customer quality requirements
- K15 causes of, and how to minimise, lost production and material wastage
- K16 routine machine cleaning procedures and equipment
- K17 the garment / fabric production process
- K18 importance of maintaining a clean and safe work area and machinery free from waste and metal contamination
- K19 relate quality to end user / customer
- K20 the importance of teamwork
- K21 how specific work activities, relates to the whole manufacturing operation
- K22 safe working practices and organisational procedures
- K23 limits of your own responsibility
- K24 ways of resolving with problems within the work area, and within limits of personal responsibility
- K25 the production process and how your specific work activities relate to the whole process
- K26 the importance of effective communication with colleagues
- K27 the lines of communication, authority and reporting procedures
- K28 the organisation's rules, codes and guidelines (including timekeeping)
- K29 the companies quality standards
- K30 the types of records kept, how are they completed and the importance of keeping them accurate
- K31 the importance of complying with written instructions
- K32 equipment operating procedures / manufacturers' instructions
- K33 statutory responsibilities under health, Safety and Environmental legislation and regulations

## SKSTEX43 – Control the efficiency of the knitting process (warp and weft)

### Overview:

This standard is for those (i.e. supervisor or head mechanic) who monitor machinery and equipment during knitted fabric production and maintain the required productivity levels and quality standards.

The job role may involve:

1. organising and controlling the work of the knitting department
2. ensuring knitted products are manufactured to specification

### Performance Criteria:

- P1 carry out shift change operations in accordance with specified procedure
- P2 receive and correctly interpret work instructions and specifications
- P3 ensure materials, machinery and equipment meet specification
- P4 identify materials, machinery or equipment that fail to match specification
- P5 take appropriate action within your own area of responsibility if materials, machinery or equipment fail to match specification
- P6 carry out daily maintenance in accordance with specified procedures
- P7 undertake preventative maintenance within limits of responsibility
- P8 ensure required machinery parts are available to meet maintenance schedule
- P9 follow a repair schedule to maintain production targets
- P10 keep the work area clean and safe in accordance with specified procedure
- P11 set and test machinery to produce knitted materials to specification
- P12 oversee materials and equipment against specification during processing
- P13 ensure the appropriate work methods are in use within agreed time schedules
- P14 monitor machinery and equipment during processing to ensure optimum efficiency
- P15 plan for style / size changes
- P16 plan for knitters/examiners workloads
- P17 keep downtime and wastage to a minimum
- P18 maintain productivity and quality levels to meet specification
- P19 plan for changeover of yarn creel / warper beam as appropriate
- P20 ensure specification are met and record sample pieces
- P21 report accurately to appropriate people
- P22 ensure first bags / pilots are completed when requested
- P23 keep accurate production records
- P24 pass on essential information and any instructions at changeover points during production
- P25 liaise with management to ensure seamless production and changeover operations and planning
- P26 develop team activities to ensure understanding of new products and specifications
- P27 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 ways of planning work activities to maintain continuity of operations
- K4 the principles of knitting
- K5 work operations to be followed
- K6 preparation activities prior to work operations
- K7 characteristics of yarns to be processed (count, gauge, elasticity, material) and how to handle them
- K8 a thorough knowledge of machinery being used

- K9 capabilities of machinery to be used and actions to be taken when it does not conform to specification
- K10 how to prepare maintenance log schedules and ensure any spare parts required have been ordered through the appropriate procedure
- K11 importance of maintaining a clean and safe work area
- K12 work schedules and plans for knitters / examiners
- K13 relate quality to end user / customer
- K14 the importance of teamwork
- K15 how specific work activities, relates to the whole manufacturing operation
- K16 how to make use of the information detailed in specifications and instructions
- K17 ways of planning work activities to maintain continuity of operations
- K18 the principles of knitting
- K19 work operations to be followed
- K20 safe working practices and organisational procedures
- K21 limits of your own responsibility
- K22 ways of resolving with problems within the work area
- K23 the production process and how your specific work activities relate to the whole process
- K24 the importance of effective communication with colleagues
- K25 the lines of communication, authority and reporting procedures
- K26 the organisation's rules, codes and guidelines (including timekeeping)
- K27 the companies quality standards
- K28 the types of records kept, how are they completed and the importance of keeping them accurate
- K29 the importance of complying with written instructions
- K30 equipment operating procedures / manufacturers' instructions
- K31 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSMSP2 – Contribute to achieving product quality

### Overview:

This standard is for those who monitor the quality of their own production activities and ensure products continue to meet specifications during production.

The job role may involve:

1. inspecting materials and products during the production process
2. meeting product specifications
3. identifying problems and irregularities
4. finding the cause of faults in materials and products
5. taking appropriate corrective action
6. using quality approved systems and reporting procedures

### Performance Criteria:

- P1 ensure materials and component parts meet specification
- P2 report faulty materials and component parts which do not meet specification
- P3 replace identified faulty materials and component parts which do not meet specification
- P4 set up and test equipment to meet quality standard
- P5 carry out quality checks at agreed intervals and in the approved way
- P6 ensure the quality of the product meets specification during production
- P7 apply the allowed tolerances
- P8 identify process problems that effect product quality and report them promptly to appropriate people
- P9 maintain the continuity of production with minimum interruptions and downtime
- P10 identify faults and irregularities in equipment and machinery and take action within the limits of your responsibility
- P11 identify faults in finished products and trace their causes
- P12 follow reporting procedures where the cause of faults cannot be identified
- P13 maintain the required productivity and quality levels
- P14 complete and store accurate records and documentation

### Knowledge and Understanding:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 the types of faults in equipment and machinery and the action to be taken when they occur
- K4 the types of faults in materials and components which need replacing and the action to be taken
- K5 how to identify materials which do not conform to requirements and how to report them to appropriate people
- K6 care and fabric content labels / symbols
- K7 the types of problems that occur during processing
- K8 potential solutions to help rectify faults
- K9 inspection methods and techniques
- K10 the types of adjustments suitable for specific types of faults
- K11 handling techniques for different materials
- K12 awareness of material / fabric / yarn types
- K13 quality control procedures and how to follow them
- K14 the types of problems with quality and how to report them to appropriate people
- K15 the consequences of not rectifying problems
- K16 the importance of keeping accurate quality records
- K17 how to present any ideas for improvement to line manager

- K18 the causes of lost production and material wastage
- K19 how to maintain the flow of production
- K20 the importance of achieving quality and its relation to the end user / customer
- K21 the importance of team work
- K22 safe working practices and organisational procedures
- K23 limits of your own responsibility
- K24 ways of resolving with problems within the work area
- K25 the production process and how your specific work activities relate to the whole process
- K26 the importance of effective communication with colleagues
- K27 the lines of communication, authority and reporting procedures
- K28 the organisation's rules, codes and guidelines (including timekeeping)
- K29 the companies quality standards
- K30 the types of records kept, how are they completed and the importance of keeping them accurate
- K31 the importance of complying with written instructions
- K32 equipment operating procedures / manufacturer's instructions
- K33 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSMSP7 – Dyeing fabric and sewn products

### Overview:

This standard is for those who dye fabrics and sewn products to meet given specifications using the appropriate machinery or equipment.

The job role may involve:

1. preparing the work area and equipment
2. establishing requirements and specification
3. setting up, starting and completing the dyeing process
4. monitoring and controlling the quality of the dyeing process
5. using quality approval processes

### Performance Criteria:

- P1 identify the correct batches of products from jobsheets / ID
- P2 establish and confirm specifications required
- P3 identify the materials / chemicals to be used in the process
- P4 ensure sufficient quantities of dyes and auxiliaries from the colour mixer / weigher at the correct time
- P5 ensure sufficient support services are available to commence processing
- P6 ensure relevant risk control measures are in place
- P7 identify and report any faults with the raw materials
- P8 lift and move materials safely using the correct lifting procedures
- P9 ensure that the work area is suitable and free from any hazards and obstructions
- P10 use appropriate materials in the correct order
- P11 load items correctly dependant on the machine and product type
- P12 place dyes and auxiliaries in the proper section of the machine in the correct order
- P13 select the appropriate machine program and adjust machine settings and parameters as required for dyeing
- P14 carry out start-up checks
- P15 detect and report equipment faults or defects within own limits of responsibility
- P16 start, carry out and monitor the dying process, meeting the given specifications
- P17 inspect dyed products and report or rectify faults within limits of own responsibility
- P18 colour match dyed items to customer specification
- P19 identify, mark and segregate faulty products as required
- P20 forward the completed batch to the next stage of the production process or to a suitable containment or storage area
- P21 work within timescales
- P22 complete relevant documentation
- P23 comply with company procedures and systems of work
- P24 clean machinery in preparation for the next batch
- P25 dispose of waste following company procedures

### Knowledge and Understanding:

- K1 the types and importance of information given in a process specification and job sheet / ID
- K2 recognition of different colours across the full spectrum
- K3 the importance of good colour vision
- K4 the implications of order size and product type on the dyeing process
- K5 technical considerations with different fibre and fabric type
- K6 levels of product stability throughout the dyeing process
- K7 evaluation techniques of inherent fabric flaws
- K8 machine programs, settings and adjustments i.e. liquor, pH levels and ratios,

- temperatures, pressures and timings
- K9 awareness of machine loading procedures
- K10 the dyeing process, (fabric preparation, dyeing and finishing)
- K11 chemical handling procedures
- K12 materials / chemicals used in different processes
- K13 faults with raw materials or equipment and how to deal with them appropriately
- K14 the importance of sufficient raw materials and support services
- K15 how to assess customer needs and meet customer specifications
- K16 why processed and part-processed materials, excess materials and recoverable by-products should be separated out during production
- K17 the importance of monitoring the process and ensuring quality requirements are met
- K18 general plant awareness
- K19 the significance of the boiler for steam, use of the compressor and water softener
- K20 waste disposal, company waste procedures and systems
- K21 the organisation's rules, codes, guidelines and standards
- K22 production targets
- K23 quality systems and procedures
- K24 quality control in relation to shade, handling and continuity
- K25 limits of personal responsibility
- K26 how to communicate effectively with colleagues and customers
- K27 the importance of keeping accurate records
- K28 the importance of complying with written instructions
- K29 equipment operating and cleaning procedures and machine manufacturer's instructions
- K30 statutory responsibilities under health, safety and environmental legislation and regulations

## SKSMSP9 – Printing fabric

### Overview:

This standard is for those who print designs onto fabric using rotary, ink jet or screen printing techniques.

The job role may involve:

1. preparing the work area for printing
2. establishing requirements and specifications
3. setting up, starting, monitoring and completing the printing process
4. monitoring and controlling the quality of the process
5. meeting customer specifications
6. protecting the quality of the product during transfer or storage

### Performance Criteria:

- P1 identify the correct material batches from job sheets / ID tags
- P2 establish and confirm specifications required
- P3 prepare images (pre-press) supplied by customers
- P4 ensure sufficient support services are available to commence processing
- P5 ensure sufficient quantities of print pastes and auxiliaries from the colour mixer / weight at the correct time
- P6 identify and report any faults with the raw materials
- P7 ensure relevant risk control measures are in place
- P8 lift and move materials safely using the correct lifting procedures
- P9 ensure that the work area is suitable and free from any hazards and obstructions and complies with company procedures and work systems
- P10 load items / products correctly dependant on the machine and material type
- P11 check print paste's consistency / viscosity
- P12 place print paste and auxiliaries in the proper section of the machine in the correct order
- P13 ensure materials are used in the correct order
- P14 select the appropriate machine program and adjust machine settings and parameters as required for printing
- P15 carry out start-up checks
- P16 check for blockages
- P17 start, carry out and monitor the printing process meeting the given specifications
- P18 detect and report equipment faults or defects within own limits of responsibility
- P19 inspect printed items and report or rectify faults within limits of own responsibility
- P20 identify, mark and segregate faulty products as required
- P21 forward the completed batch to the next stage of the production process or to a suitable containment or storage area
- P22 work within timescales
- P23 comply with company procedures and systems of work
- P24 complete relevant documentation
- P25 clean machinery and equipment in preparation for printing the next batch
- P26 dispose of waste following company procedures

### Knowledge and Understanding:

- K1 the types and importance of information given in a process specification and job sheet / ID
- K2 recognition of different colours across the full spectrum
- K3 the importance of good colour vision
- K4 technical considerations with different fibre and fabric type
- K5 evaluation techniques of inherent fabric flaws
- K6 the importance of sufficient raw materials and support services

- K7 how to assess customer needs and meet customer specifications
- K8 printing processes and techniques
- K9 screen mesh type and how this relates to fabric type and colours used
- K10 fixation processes required for different dye classes
- K11 quality control including shade, handling and continuity
- K12 the implications for order size and product type on the machine set up and the printing process
- K13 materials / chemicals used in different processes
- K14 faults with raw materials or equipment and how to deal with them appropriately
- K15 why processed and part-processed materials, excess materials and recoverable by-products should be separated out during production
- K16 the importance of monitoring the process and ensuring quality requirements are met
- K17 levels of product stability throughout the printing process
- K18 machine programs, settings and adjustments i.e. roller pressure, bed height and drying temperature
- K19 awareness of machine loading procedures
- K20 chemical handling procedures
- K21 general plant awareness, the significance of boiler for steam, compressor, and the water softener
- K22 limits of personal responsibility
- K23 waste disposal, company waste procedures and systems
- K24 the organisation's rules, codes, guidelines and standards
- K25 production targets
- K26 quality systems and procedures
- K27 communicate effectively with colleagues and customers
- K28 limits of personal responsibility
- K29 the importance of keeping accurate records
- K30 the importance of complying with written instructions
- K31 equipment operating and cleaning procedures and machine manufacturer's instructions
- K32 machine preparation (temperature, pressure, settings etc.)
- K33 statutory responsibilities under health, safety and environmental legislation and regulations

## CFAM&LBA9 – Develop operational plans

### Overview:

Every organisation should have an overall strategic business plan and each identified area of responsibility should also have an operational plan that will contribute to achieving the objectives set out in the strategic business plan. This standard is about developing that operational plan.

This standard is relevant to managers and leaders with responsibility for developing operational plans for their area of responsibility.

This standard must take account of the organisation's strategy as defined in *CFAM&LBA5 Develop your organisation's vision and strategy* and *CFAM&LBA6 Develop strategic business plans*. The implementation of operational plans is covered in *CFAM&LFA2 Implement operational plans*.

### Performance Criteria:

- P1 engage appropriate people within your area of responsibility and other key stakeholders in developing operational plans
- P2 develop operational plans that are consistent with organisational values and strategy and the specific objectives of your area of responsibility
- P3 ensure the operational plan complements and exploits synergies with other areas within the organisation
- P4 consider both innovative approaches and tried-and-tested solutions
- P5 evaluate the risks involved and develop realistic plans to manage significant risks
- P6 identify resource requirements and evaluate their availability both now and in the future
- P7 identify reliable indicators and methods for monitoring and evaluating the plan
- P8 communicate the plan in ways that engage the commitment of those involved and the support of other key stakeholders
- P9 review and redefine the operational plan, in the light of changes to organisational strategy or the operating environment

### Knowledge and Understanding:

#### General knowledge and understanding

- K1 how to engage employees and stakeholders in operational planning
- K2 principles and methods of short to medium-term planning
- K3 the importance of creativity and innovation in operational planning
- K4 how to develop and assign objectives which are SMART (Specific, Measurable, Agreed, Realistic and Time-bound)
- K5 how to analyse and manage risk
- K6 how to develop and plan for contingencies
- K7 how to identify resource requirements and evaluate their availability and sustainability
- K8 how to develop and use an evaluation framework
- K9 the principles and methods of effective communication, and how to apply them

#### Industry/sector specific knowledge and understanding

- K10 legal, regulatory and ethical requirements in your sector
- K11 significant trends and developments in your sector
- K12 actual and potential competitors, and their strategies and plans
- K13 actual and potential collaborators, and their strategies and plans

#### Context specific knowledge and understanding

- K14 your organisation's operating environment
- K15 the overall vision of your organisation and the objectives you are responsible for

- achieving
- K16 your organisation's actual and potential customer base
- K17 opportunities in your organisation's operating environment
- K18 how to respond to opportunities in your organisation's operating environment
- K19 colleagues and other key stakeholders, and their needs and expectations
- K20 processes for engaging with employees and their representatives within your organisation
- K21 sources of information you can use to monitor and evaluate plans

### Behaviours:

1. seize opportunities presented by the diversity of people
2. seek opportunities to improve performance
3. encourage, generate and recognise innovative solutions
4. present information clearly, concisely, accurately and in ways that promote understanding
5. reflect on your experiences and use the lessons to guide your decisions and actions
6. agree challenging but achievable objectives
7. prioritise objectives and plan work to make effective use of time and resources
8. create a sense of common purpose
9. take account of the impact of your own actions on others
10. work towards a clearly defined vision of the future

### Skills:

- building consensus
- communicating
- consulting
- decision-making
- delegating
- evaluating
- influencing
- innovating
- involving others
- persuading
- planning
- presenting information
- prioritising
- reflecting
- reviewing
- risk management
- setting objectives
- risk management
- setting objectives

***This standard has been imported from Skills CFA, Management & Leadership suite (March 2012), CFAM&LBA9***

## CFAM&LBA3 – Lead your team

### Overview:

This standard is about providing direction to the members of your team and motivating and supporting them to achieve both team objectives and their individual work objectives.

It is relevant to team leaders, project managers and other managers who are responsible for leading teams. *CFAM&LBA1 Lead your organisation* and *CFAM&LBA2 Provide leadership in your area of responsibility* are complementary standards for managers with wider responsibility.

This standard links to a number of other standards in the key area *DB Manage teams* and also to *CFAM&LFA5 Manage projects*.

### Performance Criteria:

- P1 clearly communicate the purpose and objectives of the team to all members
- P2 involve members in planning how the team will achieve its objectives
- P3 ensure that each member of the team has individual work objectives and understands how these contribute to achieving the objectives of the team and the organisation as a whole
- P4 encourage and support team members to achieve their individual work objectives and those of the team and provide recognition when objectives have been achieved
- P5 steer the team successfully through difficulties and challenges
- P6 encourage and recognise creativity and innovation within the team
- P7 empower team members to develop their own ways of working and take their own decisions within agreed boundaries
- P8 encourage team members to take responsibility for their own development needs
- P9 give team members support and advice when they need it especially during periods of setback and change
- P10 motivate team members to present their own ideas and listen to what they say
- P11 encourage team members to take the lead when they have the knowledge and expertise and show willingness to follow this lead
- P12 win, through your performance and behaviour, the trust and support of team members

### Knowledge and Understanding:

#### General knowledge and understanding

- K1 different ways of communicating effectively with members of a team
- K2 how to set objectives which are SMART (Specific, Measurable, Agreed, Realistic and Time-bound)
- K3 how to plan the achievement of team objectives and the importance of involving team members in this process
- K4 the importance of and being able to show team members how personal work objectives contribute to achievement of team objectives
- K5 how to get and make use of feedback from people on your leadership performance
- K6 how to select and successfully apply methods for motivating, supporting and encouraging team members and recognising their achievements
- K7 types of difficulties and challenges that may arise and ways of identifying and addressing them
- K8 the importance of encouraging others to take the lead and ways in which this can be achieved
- K9 how to encourage and recognise creativity and innovation within a team

#### Industry/sector specific knowledge and understanding

K10 legal, regulatory and ethical requirements in the industry/sector

**Context specific knowledge and understanding**

K11 individuals within your team, their roles, responsibilities, competences and potential

K12 your team's purpose, objectives and plans

K13 the personal work objectives of members of your team

K14 the types of support and advice that team members are likely to need and how to respond to these

K15 standards of performance for the work of your team

**Behaviours:**

When performing to this standard, you are likely to demonstrate the following behaviours:

1. listen actively, ask questions, clarify points and restate or rephrase statements to check mutual understanding
2. make time available to support others
3. support others to make effective use of their abilities
4. encourage others to take decisions autonomously, when appropriate
5. recognise the achievements and success of others
6. encourage and welcome feedback from others and use this feedback constructively
7. act within the limits of your authority
8. refer issues outside the limits of your authority to appropriate people
9. show integrity, fairness and consistency in decision-making
10. take personal responsibility for making things happen
11. protect your own and others' work against negative impacts
12. seek to understand people's needs and motivations
13. create a sense of common purpose
14. model behaviour that shows, and inspires others to show, respect, helpfulness and cooperation

**Skills:**

When performing to this standard, you are likely to demonstrate the following skills:

- communicating
- consulting
- decision-making
- following
- involving others
- leadership
- leading by example
- managing conflict
- monitoring
- motivating
- obtaining feedback
- planning
- problem solving
- providing feedback
- setting objectives
- team building
- valuing and supporting other

***This standard has been imported from Skills CFA, Management & Leadership suite (March 2012), CFAM&LBA3***

## CFAM&LBB4 – Ensure compliance with legal, regulatory, ethical and social requirements

### Overview:

This standard is about being clear about your organisation’s legal, regulatory, ethical and social requirements, providing policies and procedures to ensure compliance, monitoring compliance and taking action to rectify any breaches in compliance and avoid them being repeated.

This standard is for managers and leaders with specific responsibility for ensuring their organisation’s compliance with legal, regulatory, ethical and social requirements.

This standard underpins ethical behaviour throughout the standards.

### Performance Criteria:

- P1 monitor relevant national and international legal, regulatory, ethical and social requirements and the effect they have on your organisation, including what will happen if you don’t meet them
- P2 develop effective policies and procedures to make sure your organisation meets all the necessary requirements
- P3 make sure people have a clear understanding of relevant policies and procedures and the importance of putting them into practice
- P4 monitor the way policies and procedures are put into practice and provide support, where required
- P5 support people to report any concerns about not meeting the requirements
- P6 identify and correct any failures to meet the requirements
- P7 identify reasons for not meeting requirements and adjust the policies and procedures to reduce the likelihood of failures in the future
- P8 provide full reports about any failures to meet the requirements to the relevant stakeholders

### Knowledge and Understanding:

#### General knowledge and understanding

- K1 the importance of having an ethical and value-based approach to governance and how to put this into practice
- K2 relevant legal requirements governing the running of organisations
- K3 current and emerging social attitudes to management and leadership practice and the importance of being sensitive to these
- K4 ways in which other organisations deal with current and emerging social concerns and expectations

#### Industry/sector specific knowledge and understanding

- K5 legal, regulatory and ethical requirements in your sector, both national and international
- K6 particular current and emerging social concerns and expectations that are relevant to your sector

#### Context specific knowledge and understanding

- K7 the culture and values of your organisation and the effect they have on corporate governance
- K8 policies and procedures that make sure people meet the requirements
- K9 procedures to follow if people do not meet the requirements
- K10 support available to enable people to report concerns about not meeting requirements
- K11 the processes for maintaining the relevant policies and procedures and making sure they continue to be effective

- K12 the different ways in which people may not meet the requirements and the risks of these actually happening
- K13 the procedures for dealing with people who do not meet the requirements, including requirements for reporting

### Behaviours:

When performing to this standard, you are likely to demonstrate the following behaviours:

1. recognise changes in circumstances promptly and adjust plans and activities accordingly
2. present information clearly, concisely, accurately and in ways that promote understanding
3. make time available to support others
4. give feedback to others to help them maintain and improve their performance
5. comply with, and ensure others comply with, legal requirements, industry regulations, organisational policies and professional codes
6. watch out for potential risks and hazards
7. say no to unreasonable requests
8. identify and raise ethical concerns
9. make appropriate information and knowledge available promptly to those who need it and have a right to it
10. encourage others to share information and knowledge within the constraints of confidentiality
11. recognise stakeholders' needs and interests and manage these effectively
12. take and implement difficult and/or unpopular decisions, if necessary

### Skills:

When performing to this standard, you are likely to demonstrate the following skills:

- analysing
- assessing
- communicating
- decision-making
- information management
- involving others
- leadership
- monitoring
- motivating
- presenting information
- providing feedback
- reporting
- risk management
- valuing and supporting others

***This standard has been imported from Skills CFA, Management & Leadership suite (March 2012), CFAM&LBB4***

## CFAM&LDD2 – Develop and sustain productive working relationships with stakeholders

### Overview:

This standard is about developing and sustaining productive working relationships with stakeholders. These include colleagues within your own organisation, people within other organisations with which your organisation works and other external stakeholders.

This standard is relevant to managers and leaders who work with both internal and external stakeholders.

This standard links closely with all the other standards in key area DD Build and sustain relationships and also with CFAM&LAA3 Develop and maintain your professional networks.

### Performance Criteria:

- P1 identify external stakeholders and the nature of their interest in the activities and performance of your organisation
- P2 establish working relationships with relevant internal and external stakeholders
- P3 recognise and respect the roles, responsibilities, interests and concerns of stakeholders and, particularly in situations of matrix management, their managers' requirements
- P4 seek to create a climate of trust and mutual respect, particularly where you have no authority, or shared authority, over those you are working with
- P5 seek to understand difficult situations and issues from stakeholders' perspectives and provide support, where necessary, to move things forward
- P6 provide stakeholders with appropriate information to enable them to perform effectively
- P7 consult stakeholders in relation to key decisions and activities and take account of their views, including their priorities, expectations and attitudes to potential risks
- P8 fulfil agreements made with stakeholders and let them know
- P9 advise stakeholders promptly of any difficulties or where it will be impossible to fulfil agreements
- P10 identify and resolve conflicts of interest and disagreements with stakeholders in ways that minimise damage to work and activities and to the stakeholders involved
- P11 monitor and review the effectiveness of working relationships with stakeholders in order to identify areas for improvement
- P12 seek and provide feedback in order to improve your own and stakeholders' performance
- P13 monitor wider developments in order to identify issues of potential interest or concern to stakeholders in the future and to identify new stakeholders

### Knowledge and Understanding:

#### General knowledge and understanding

- K1 the benefits of developing productive working relationships with stakeholders
- K2 different types of stakeholder and key principles which underpin the 'stakeholder' concept
- K3 how to identify your organisation's stakeholders, including background information and the nature of their interest in your organisation
- K4 principles of effective communication and how to apply them in order to communicate effectively with stakeholders
- K5 why it is important to recognise and respect the roles, responsibilities, interests and concerns of stakeholders
- K6 the importance of creating a climate of trust and mutual respect where you have no authority, or shared authority, over those you are working with
- K7 the importance of understanding difficult situations and issues from other perspectives and providing support, where necessary, to move things forward

- K8 how to identify and meet the information needs of stakeholders
- K9 what information it is appropriate to provide to stakeholders and the factors that need to be taken into consideration
- K10 how to consult with stakeholders in relation to key decisions and activities
- K11 the importance of taking account, and being seen to take account, of the views of stakeholders, particularly in relation to their priorities, expectations and attitudes to potential risks
- K12 why communication with stakeholders on fulfilment of agreements or any problems affecting or preventing fulfilment is important
- K13 how to identify conflicts of interest with stakeholders and the techniques that can be used to manage or remove them
- K14 how to identify disagreements with stakeholders and the techniques for sorting them out
- K15 the damage that conflicts of interest and disagreements with
- K16 how to recognise and take account of political issues when dealing with stakeholders
- K17 how to manage the expectations of stakeholders
- K18 how to monitor and review the effectiveness of working relationships with stakeholders
- K19 how to get and make effective use of feedback from stakeholders
- K20 how to provide stakeholders with feedback designed to improve their performance
- K21 the importance of monitoring wider developments in relation to stakeholders and how to do so effectively

**Industry/sector specific knowledge and understanding**

- K22 current and emerging trends and developments in your industry or sector
- K23 sector-specific legislation, regulations, guidelines and codes of practice
- K24 standards of behaviour and performance in your industry or sector
- K25 the culture of your industry or sector

**Context specific knowledge and understanding**

- K26 the vision, values, objectives, plans, structure and culture of your organisation
- K27 relevant stakeholders, their work roles and responsibilities
- K28 identified stakeholders, their background and interests in the activities and performance of the organisation
- K29 agreements with stakeholders
- K30 the identified information needs of stakeholders
- K31 mechanisms for consulting with stakeholders on key decisions and activities
- K32 your organisation's planning and decision-making processes
- K33 mechanisms for communicating with stakeholders
- K34 power, influence and politics within your organisation
- K35 standards of behaviour and performance that are expected in your organisation
- K36 mechanisms in place for monitoring and reviewing the effectiveness of working relationships with stakeholders

**Behaviours:**

When performing to this standard, you are likely to demonstrate the following behaviours:

1. identify people's preferred ways of communicating
2. use communication media and styles appropriate to different people and situations
3. present information clearly, concisely, accurately and in ways that promote understanding
4. keep people informed of plans and developments in a timely way
5. show respect for the views and actions of others
6. comply with and ensure others comply with legal requirements, industry regulations, organisational policies and professional codes
7. seek to understand people's needs and motivations
8. create a sense of common purpose
9. work towards win-win solutions
10. take account of the internal and external politics that impact on your own area of work

11. clarify your own and others' expectations of relationships
12. model behaviour that shows, and inspires others to show, respect, helpfulness and cooperation
13. honour your commitments to others
14. recognise when there are conflicts, acknowledge the feelings and views of all parties, and redirect people's energy towards a common goal
15. take account of the impact of your own actions on others
16. recognise stakeholders' needs and interests and manage these effectively

### **Skills:**

When performing to this standard, you are likely to demonstrate the following skills:

- balancing competing needs and interests
- communicating
- consulting
- empathising
- information management
- involving others
- leadership
- managing conflict
- monitoring
- networking
- obtaining feedback
- presenting information
- prioritising
- problem solving
- providing feedback
- reviewing
- valuing and supporting others

***This standard has been imported from Skills CFA, Management & Leadership suite (March 2012), CFAM&LDD2***

## CFAM&LDB2 – Allocate work to team members

### Overview:

This standard is about ensuring that the work required of your team is effectively and fairly allocated amongst team members, taking account of their skills, knowledge and competence, their workloads and opportunities for their development.

This standard is relevant to managers, supervisors and team leaders who allocate work to team members.

This standard links closely to CFAM&LDB3 Quality assure work in your team and CFAM&LDB4 Manage people's performance at work.

### Performance Criteria:

- P1 confirm the work required of the team with your manager and seek clarification, where necessary, on any outstanding points and issues
- P2 plan how the team will undertake its work, identifying any priorities or critical activities and making effective use of the available resources
- P3 allocate work to team members on a fair basis taking account of:
  - P3.1 their skills, knowledge and competence
  - P3.2 their backgrounds and experience
  - P3.3 their existing workloads, and
  - P3.4 opportunities for their development
- P4 brief team members on the work they have been allocated and the standard of performance expected
- P5 encourage team members to ask questions, make suggestions and seek clarification in relation to the work they have been allocated
- P6 address any concerns team members may have about their work

### Knowledge and Understanding:

#### General knowledge and understanding

- K1 different ways of communicating effectively with members of a team
- K2 the importance of confirming/clarifying the work required of the team with your manager and how to do this effectively
- K3 how to plan the work of a team, including how to identify any priorities or critical activities and the available resources
- K4 why it is important to allocate work across the team on a fair basis and how to do so
- K5 why it is important to brief team members on the work they have been allocated and the standard or level of expected performance and how to do so
- K6 ways of encouraging team members to ask questions and/or seek clarification and make suggestions in relation to the work which they have been allocated
- K7 concerns team members may have about their work and how to address these concerns

#### Industry/sector specific knowledge and understanding

- K8 industry/sector specific legislation, regulations, guidelines, codes of practice relating to carrying out work
- K9 industry/sector requirements for the development or maintenance of knowledge, skills and competence

#### Context specific knowledge and understanding

- K10 the purpose and objectives of your team
- K11 the work required of your team

- K12 the available resources for undertaking the required work
- K13 your team's plan for undertaking the required work
- K14 the knowledge, skills, competence and workloads of team members
- K15 the backgrounds and experience of team members
- K16 team members' existing workloads
- K17 opportunities for team members' development
- K18 your organisation's policy and procedures for personal and professional development
- K19 reporting lines in the organisation and the limits of your authority
- K20 your organisation's standards or levels of expected performance

### Behaviours:

When performing to this standard, you are likely to demonstrate the following behaviours:

1. seize opportunities presented by the diversity of people
2. identify people's information needs
3. identify people's preferred ways of communicating
4. use communication media and styles appropriate to different people and situations
5. act within the limits of your authority
6. show integrity, fairness and consistency in decision-making
7. prioritise objectives and plan work to make the effective use of time and resources
8. clearly agree what is expected of others and hold them to account
9. check individuals' commitment to their roles and responsibilities
10. create a sense of common purpose
11. model behaviour that shows, and inspires others to show, respect, helpfulness and cooperation

### Skills:

When performing to this standard, you are likely to demonstrate the following skills:

- communicating
- decision-making
- delegating
- empowering
- information management
- leading by example
- monitoring
- planning
- presenting information
- prioritising
- problem solving
- reporting
- setting objectives
- team building
- time management
- valuing and supporting others

***This standard has been imported from Skills CFA, Management & Leadership suite (March 2012) CFAM&LDB2***

## CFAM&LDB3 – Quality assure work in your team

### Overview:

This standard is about checking on the progress and quality of the work of team members to ensure that the required standard of performance is being met.

This standard is relevant to managers, supervisors and team leaders who monitor progress of work in their team and check the quality of the output.

This standard links closely to *CFAM&LDB2 Allocate work in your team* and *CFAM&LDB4 Manage people's performance at work*.

### Performance Criteria:

- P1 check regularly the progress and quality of the work of team members against the standard performance expected
- P2 provide team members with prompt, specific feedback designed to maintain and improve their performance
- P3 support team members in identifying and dealing with problems and unforeseen events
- P4 motivate team members to complete the work they have been allocated on time and to the standard required
- P5 provide any additional support and/or resources team members require to complete their work on time and to the standard required
- P6 identify any unsatisfactory performance, discuss the causes and agree ways of improving performance with team members
- P7 recognise successful completion of significant pieces of work by team members
- P8 motivate team members to maintain and continuously improve their performance over time
- P9 use information collected on the performance of team members in any formal appraisal of performance, where appropriate

### Knowledge and Understanding:

#### General knowledge and understanding

- K1 effective ways of regularly and fairly checking the progress and quality of the work of team members
- K2 how to provide prompt and constructive feedback to team members
- K3 how to select and apply different methods for motivating, supporting and encouraging team members to complete the work they have been allocated and continuously improve their performance
- K4 how to select and apply different methods for recognising team members' achievements
- K5 the additional support and/or resources which team members might require to help them complete their work on time and to the standard required and how to assist in providing this

#### Industry/sector specific knowledge and understanding

- K6 industry/sector specific legislation, regulations, guidelines, codes of practice relating to carrying out work

#### Context specific knowledge and understanding

- K7 your team's plan for undertaking the required work
- K8 the knowledge, skills, competence, roles and workloads of team members
- K9 your organisation's policy and procedures in terms of personal and professional development

- K10 reporting lines in your organisation and the limits of your authority
- K11 your organisation's standards or levels of expected performance
- K12 your organisation's policies and procedures for dealing with poor performance
- K13 your organisation's grievance and disciplinary policies and procedures
- K14 your organisation's performance appraisal systems

#### **Behaviours:**

1. seek opportunities to improve performance
2. find practical ways to overcome obstacles
3. identify people's preferred ways of communicating
4. use communication media and styles appropriate to different people and situations
5. make time available to support others
6. give feedback to others to help them maintain and improve their performance
7. recognise the achievements and success of others
8. show integrity, fairness and consistency in decision-making
9. monitor the quality of work and progress against plans and take appropriate corrective action, where necessary
10. take pride in delivering high quality, accurate work
11. seek to understand people's needs and motivations

#### **Skills:**

- communicating
- managing conflict
- monitoring
- motivating
- problem solving
- providing feedback
- reviewing
- team building
- valuing and supporting others

***This standard has been imported from Skills CFA, Management & Leadership suite (March 2012) CFAM&LDB3***

## LSILADD07 – Facilitate individual learning and development

### Overview:

This standard is about using a range of methods to enable individuals to acquire or improve skills and knowledge and practise their application in context. It also covers providing feedback to learners and encouraging them to reflect on and improve what they do.

This standard could be achieved as part of a coaching and/or mentoring relationship.

### Performance Criteria:

- P1 establish and maintain a professional relationship with the learner that supports individual learning and reflection
- P2 explore and agree the learner's objectives, learning needs and goals
- P3 agree a plan of learning, application and reflection
- P4 use a range of methods and resources to help the learner acquire/develop the skills and knowledge they need
- P5 support the learner in applying their learning in context
- P6 provide constructive and motivational feedback to improve the learner's application of learning
- P7 assist the learner to reflect on their practice and experience
- P8 adapt learning, application and reflection to meet further needs
- P9 maintain the health and safety of the learner, self and other people

### Knowledge and Understanding:

- K1 the principles, uses and value of learning and development on an individual basis
- K2 the characteristics of a relationship that supports individual learning, application and reflection
- K3 aspects of equality and diversity that need to be addressed when facilitating individual learning and development
- K4 the importance of reflective practice in individual learning and development
- K5 key factors to consider when setting and agreeing goals with individual learners
- K6 the range of delivery methods appropriate to individual learning
- K7 the range of resources, including support from others, that are available to support individual learning
- K8 how technology can enhance resources and delivery methods for individual learning
- K9 the range of techniques that can be used to encourage reflective practice by the learner
- K10 how to support different types of learners in applying new or enhanced learning in context
- K11 the types of barriers that learners encounter and how to develop strategies to overcome these
- K12 how to adapt learning plans in response to learner progress and reflection whilst still focusing on learner needs and desired outcomes
- K13 how to assess and manage risk in own area of work whilst facilitating learning and development for individuals

### Glossary:

Please visit the website link to access the NOS suite including the Introduction, which contains valuable context and background information for this suite of NOS.

<http://webarchive.nationalarchives.gov.uk/20110414152025/http://www.lluk.org/standards-and-qualifications/standards/learning-and-development-national-occupational-standards/>

**Application** The process applying new or improved skills and knowledge in a real or realistic context, for example a work situation

**Goals** This refers to interim targets or steps towards learners meeting overall outcomes and objectives

**Health and safety** This includes physical health and safety as well as emotional well-being

**Learner objectives** These will usually be performance objectives – for example doing something or doing something better

**Methods** Any method that supports individual learning and development, for example, instructions, demonstrations, opportunities to apply knowledge and practise skills, experiential learning, individual projects and research

**Other people** This refers to others who may be involved in, or affected by, the learning activities, for example, staff members, volunteers, assistants or people in the same area

**Reflection/reflective practice** The process of thinking critically about what we do, identifying opportunities for improvement and, where appropriate, further learning needs

**Resources** This covers any physical or human resource that supports the learning and development process and could include technical equipment, Information Technology-based learning, handouts, workbooks, people – for example outside speakers – and visits to places of interest

**Risk** This relates to any risk to the facilitation of learning and development. This includes health and safety but could also cover, for example, the risk of setting unrealistic goals or selecting inappropriate learning methods

***This standard has been imported from Learning and Skills Improvement Service, Learning and Development (2010), LaD07***

## LSILADD09 – Assess learner achievement

### Overview:

This standard is about assessing learning and development against agreed criteria. It covers a range of different assessments including competence, knowledge and understanding and skills.

### Performance Criteria:

- P1 ensure learners understand the purpose, requirements and processes of assessment
- P2 plan assessment to meet requirements and learner needs
- P3 use valid, fair, reliable and safe assessment methods
- P4 identify and collect evidence that is:
  - P4.1 valid
  - P4.2 authentic
  - P4.3 sufficient
- P5 make assessment decisions against specified criteria
- P6 provide feedback to the learner that affirms achievement and identifies any additional requirements
- P7 maintain required records of the assessment process, its outcomes and learner progress
- P8 work with others to ensure the standardisation of assessment practice and outcomes

### Knowledge and Understanding:

- K1 key concepts and principles of assessment
- K2 the range of information that should be made available to learners
- K3 the current criteria against which assessments are made and the current regulations and requirements relating to their assessment
- K4 guidelines for assessment planning as appropriate to own area of responsibility
- K5 how to involve learners in the planning of assessments
- K6 how assessment arrangements can be adapted to meet the needs of individual learners
- K7 the uses, benefits and drawbacks of different assessment methods, including the use of simulation and those that involve the use of technology
- K8 the types of risks that may be involved in the assessment process and how to manage these
- K9 issues related to equality, diversity and, where relevant, bilingualism, that may affect the assessment process and how to address these
- K10 how to make sure that assessment decisions are made against specified criteria and are valid, reliable and fair
- K11 how to determine when evidence is sufficient to make an assessment decision
- K12 how to judge the authenticity and currency of evidence and what to do when there is doubt
- K13 how to record and store assessment decisions, who they should be made available to and the data protection and confidentiality guidelines that should be followed
- K14 factors to consider when providing feedback to learners
- K15 the relevant procedures when there are disputes concerning assessment
- K16 standardisation processes and how to contribute to these
- K17 how to co-operate and work effectively with others involved in the assessment process
- K18 the value and purpose of continuing professional development for assessment practitioners

### Glossary:

**Assessment method** For example, observation, questioning, checking products of work, setting assignments

**Authentic** The candidate's own work

**Equality** A state of fair treatment that is the right of all people regardless of differences in, for example, culture, ability, gender race, religion, wealth, sexual orientation, or any other group characteristic

**Diversity** Acknowledging that each individual is unique, and recognizing our individual differences in, for example, culture, ability, gender, race, religion, wealth, sexual orientation, or any other individual characteristic

**Identify and collect evidence** This is done through the assessment process, for example by assessor observations, checking products of work, asking questions, setting assignments etc.

**Reliable** Consistently achieves the same results with the same (or similar) group of learners

**Requirements** These could be the requirements of the practitioner's own organisation or those of an external organisation, such as awarding organisation

**Risk assessment** This could be a formal and written risk assessment but could be informal and dynamic – monitoring and controlling risk on an ongoing basis. Risk includes health and safety but may also cover other types of risk, for example the risk of problems arising which interfere with the assessment process, or the risk of using inappropriate assessment methods

**Sufficient** Enough evidence as specified in Evidence Requirements or Assessment Strategy

**Valid** Relevant to the criteria against which the candidate is being assessed

**Fair** Ensuring that everyone has an equal chance of getting an accurate assessment

**Safe** This covers both physical and psychological safety. It also includes ensuring that assessment evidence is safe in the sense that is sufficiently robust to make a reliable judgement that the learner does meet the assessment standard

***This standard has been imported from Learning and Skills Improvement Service, Learning and Development (2010), LaD09***